



## Project Manager

Reynolds Construction is an industry leader in the construction of water supply, wastewater, and renewable energy infrastructure. Providing generations of quality solutions, Reynolds has been a trusted name for over 85 years. Through all the years, Reynolds still holds true to the basic fundamental values by which it was founded: to deliver projects **safely, on time, within budget**, and to the **satisfaction** of our customers. We are dedicated to the safety of our team and committed to the highest standards of safety and construction performance.

**Position Summary:** The Project Manager must strive to complete projects safely and have a satisfied client, complete every project within time and budget; optimize project cash flow; satisfactory subcontractor relations; accurate and timely cost accounting and forecasting; identify, pursue, and recover fair compensation for all changes in scope; accurate and timely procurement. Develop our employees such that subordinates can advance their careers with us.

Responsibilities include but are not limited to: Direct project Profit and Loss Responsibility Safely and Productively, Subcontract & Purchase order scope development; Project Cost Accounting Setup; Procurement of materials and subcontractor; Development of the project schedule of values that will yield positive cash flow; Development of the project critical path method schedule; Obtaining all project requirement permits; Prime Contract Administrations; Subcontract and purchase order administrations; Prime contract progress payments; Prime contract change orders; Shops drawings; Invoice review and approval; Forecasting and updating of the project within financial software; Forecasting and updating of all logs; Monthly Gross Margin Report; Project Close-out in its entirety; Owner and engineer relations; Perform post-construction cost review and reporting; Training and mentoring of Project Engineers/Assistant Project Managers Provide overall management direction for two or more projects.

### Essential Job functions:

- “How can I help” attitude.
- Plan, organize and staff key field positions through Division Operations Manager and/or General Superintendent
- Establish project objectives, policies, procedures, and performance standards within boundaries of corporate policy
- Initiate and maintain liaison with client, subcontractors, and vendors to facilitate construction activities
- Monitor/control construction through administrative direction of on-site Superintendent to ensure project is built on schedule and within budget
- Identify and investigate potentially serious situations, and implement corrective measures timely
- Lead regular planning meetings with Superintendent and Foreman as well as regular meetings with owner, subcontractors, and vendors
- Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect company's interest and simultaneously maintain good relationship with Client
- Assume additional responsibilities as directed by the Division Vice President

### Prerequisites:

- Tunnel/Marine experience preferred
- Experience in using AutoCAD and/or 3-D software is a plus
- Work from our Orleans, IN corporate office preferred but negotiable
- Good computer skills
- Must complete and pass a pre-employment drug & alcohol screen
- Display a professional and courteous attitude at all times
- Ability to work overtime when required
- Ability to travel when required
- Be able to read project plans and specifications
- Have the willingness to work in a team environment

### Employment Package Benefits:

- Paid Vacation and Sick Time
- Paid Holidays
- 401 K Retirement Plan
- AD&D, Long Term Disability Insurance (Short Term Disability available)
- Health/Dental/Life Insurance Available
- Competitive wages with opportunities to advance within the company
- Corporate bonus plan in addition to Project Based Incentive Plan
- Vehicle reimbursement program
- Employee ownership program