

## **PROJECT MANAGER**

**Company Background:** Garco Construction, Inc. is an ENR Top 400 general contractor with offices in Spokane and Tacoma, Washington. In addition to self-performing a substantial amount of construction, Garco provides high quality design build services through our in house architect and design department, as well as through strong partnerships with local and national architectural and engineering firms. We achieve this by employing highly qualified people, emphasizing advanced technology, continuing education, high safety standards and quality control.

**Key Responsibilities:** This job operates in a professional office environment and on construction jobsites. The Project Manager plans, directs, coordinates or budgets, usually through an estimator and foremen, activities concerned with the construction and pavement of heavy/highway projects. The Project Manager is also responsible for participating in the conceptual development of a construction project and overseeing its organization, scheduling and implementation. The qualified candidate must be detail-oriented, knowledgeable of different building systems, and be able to, among other duties assigned from time to time:

- Work with superintendents and foremen to plan, organize and direct activities concerned with road and site construction projects
- Establish project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications
- Confer with supervisors and foremen to discuss such matters as work procedures, complaints and construction problems
- Initiate and maintain liaison with owners and other contacts to facilitate project activities
- Monitor and control project through administrative direction of on-site foremen to ensure project is completed on schedule and within budget
- Investigate potentially serious situations and implement corrective measures
- Represent company in project meetings and attend strategy meetings
- Work with project engineer, project manager assistant and finance department to manage financial aspects of contracts to protect company's interest and simultaneously maintain good relationship with the customer
- May requisition supplies and materials to complete project
- Interpret and explain plans and contract terms to administrative staff, workers and clients
- Formulate reports concerning such areas as work progress, costs and scheduling
- Work with dispatcher to assign workers to construction sites to work on specified projects

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ideal candidate will have demonstrated interpersonal skills with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives. The qualified candidate will also have strong relationship building skills, effective communication, and the ability to organize and evaluate information and proactively find solutions and lead others.

### **Minimum Requirements:**

- Bachelor's Degree in engineering or construction management
- Minimum 3 years of construction management or engineering experience
- Experience with Primavera P6 scheduling software preferred
- Proficiency in Word, Excel, and Power Point
- Pass a Pre-Employment Drug Test

**Please send a cover letter, resume, and letter of interest describing yourself and why you want to work for Garco Construction to: [hr@garco.com](mailto:hr@garco.com). This job opening will remain open until filled.**

**Work Environment / Physical Demands:** This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The Noise level in the work environment and job sites can be loud. This position is occasionally performed in outside weather conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and use a computer. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The Employee may lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

NOTE: Please review the VOLUNTARY Applicant Self-Identification Forms for Women/Minorities, Veterans and Individuals with Disabilities available on our website at <http://www.garco.com/careers>. Completing the Form(s) is entirely voluntary; the information is kept confidential and is used to study efforts to attract diverse pools of qualified applicants and to ensure equal employment opportunity. If you choose to complete the form(s), please submit with your application materials.

Garco Construction, Inc. is an equal employment opportunity / affirmative action employer. Garco Construction, Inc. provides equal employment opportunity to all employees and qualified applicants for employment free from unlawful discrimination based on race, color, religion, gender, age, national origin, disabled status, protected veteran status, marital status, sexual orientation, gender identity, genetic information or any other status or condition protected by local, state or federal law. We encourage qualified persons of every heritage, nation, gender, veteran or disability status, age, religion, sexual orientation, gender identity, or other protected status to apply. The federally required posting explaining the equal employment opportunity rights of applicants and prohibiting unlawful bias may be found by visiting this website: <http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>