



Construction Project Manager

The Out-of-Door Academy seeks a Construction Project Manager to oversee school approved master campus planning construction projects.

Responsibilities

Reporting to the Chief Financial/Operations Officer, the *Construction Project Manager* will be responsible for the following:

- Determine and define scope of work and deliverables.
- Predict resources needed to complete projects.
- Work with construction company to obtain necessary permits, approvals, and other regulatory prerequisites.
- Draft and submit budgets based on scope of work and resource requirements.
- Manage costs in order to meet budget.
- Provide direction over contracts and subcontracts.
- Manage construction schedule and activities.
- Issue progress updates as needed regarding costs and timelines.
- Ensure work is done in compliance with all relevant building and safety codes.
- Oversee subcontractor and supplier relationships provide by construction company.
- Coordinate efforts across entire project between architects, designers, engineers, and subcontractors.
- Live the school's mission and core values of respect, integrity, service, excellence, and responsibility.

Qualifications

Experience, Skills & Knowledge

- Bachelor's degree in Building Construction, Construction Management, Civil Engineering, or Architecture.
- 5-7 years of experience in project management within construction.
- Comfortable reading and understanding blueprints and drawings.
- Demonstrated knowledge of construction, engineering, and architecture principles.
- Ability to budget, schedule, negotiate, and control costs.
- High degree of familiarity with contract and subcontract documents, terms, and conditions.
- Strong leadership and management skills.
- Willing to work in a fast-paced environment, managing simultaneous priorities effectively, with keen attention to detail, exceptional judgment and integrity.
- Proficient with technology including Word, Excel, Apple Mac OS and the Google drive platform.
- Self-directed individual who is solution oriented, flexible and works well with teams and individuals while possessing a positive attitude.
- Clean driving record and current license required and must be maintained.

Compensation and Benefits

This is a 12-month full-time exempt position available July 2023. Compensation is commensurate with experience and includes a comprehensive benefits package.

At Out-of-Door, we value a diverse workforce. Applicants of any race, creed, physical ability, color, religion, sex, age, gender, sexual orientation or national origin are encouraged to apply. Once an offer is accepted, the position will require the successful completion of a national background screening and drug testing.