

Project Manager in Hayward

Job Responsibility overview:

- Maintain quality control throughout life of project.
- Oversee daily on-site operations of all construction projects.
- Manage and schedule sub-contractors, suppliers and inspectors from pre-construction through project closeout.
- Manage employee manpower on site.
- Conduct walk-throughs with the construction teams, obtain bid summary sign-off, and oversee progress, performance, and quality of all subcontractors' work.
- Assist project manager in the planning and administration of project construction budget and schedule.
- Document and initiate all back-charges to subcontractors and suppliers for delay, inadequate workmanship or quality.
- Actively participate in change order processing.
- Establish and maintain constant cordial client communications in coordination with the client, architect and project manager.
- Maintain plans, specifications, as-builts and accurate construction documentation.
- Participate in meetings with clients, architects, project managers, subcontractors and field staff.
- Maintain a daily job log of all events; including personnel present, weather conditions, visits by owners, inspectors, architects, subs and any other pertinent information.
- Responsible for ensuring construction of project conforms to plans and specifications.
- Ensure code compliance.
- Monitor the use and costs involved with outside rental equipment.
- Coordinate deliveries, handling, storage and placement of materials on the jobsite.
- Train and direct, laborers and carpentry team.
- Maximize relationships with Subcontractors and Suppliers.
- Work with Safety Manager to minimize accidents and safety violations by enforcing Safety Program.
- Respond quickly and appropriately to any job site injuries or accidents.
- Maintain appropriate job site security and take all actions to ensure the safety of company tools, materials and personnel working on site.

Desired Qualifications:

- 3-5 years Superintendent Experience.
- Journeyman level carpentry skills.
- Bilingual
- Extraordinary leadership, communication and team-building skills.
- Must be proficient in Microsoft Outlook (e-mail), Excel and Word.
- Prefer experience in Microsoft Project

Full-time, regular position

Resumes to: BBSIConnectSJ@bbsihq.com

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