

Job Title:	Project Manager	Job Category:	Project Management
Department/Group:	Commercial Group	Job Code/ Req#:	
Location:	Denver Metro Area	Travel Required:	None Anticipated
Level/Salary Range:	Based on Experience and Education	Position Type:	Full Time Salaried
HR Contact:	HR Department	Date posted:	March 30th 2017
Will Train Applicant(s):	Varies, OJT	Posting Expires:	Until Filled
External posting URL:			
Internal posting URL:	Website, Facebook, LinkedIn		
Applications Accepted Via Fax, Email or Mail.			
Fax No. 303.371.5027 Email: hr@gilmorecc.com Mail: Gilmore Construction Corporation Attn: Human Resources Department 4949 Ironton Street Denver, CO 80239		EEO Employer Special Requests: No Phone Calls Please	
Job Description			
Job Purpose: The job of a construction project manager is to oversee and direct construction projects from conception to completion. They will also review the project in-depth to schedule deliverables and estimate costs while overseeing all onsite and offsite constructions to monitor compliance with building and safety regulations. They are expected to successfully execute and complete the entire project, while managing several projects simultaneously .			
Reports of: VP of Construction Operations Duties and Responsibilities include but are not limited to: <ul style="list-style-type: none"> • Assisting in professional development of the project staff. • Coordinating on-site responsibilities with corporate office activities. • Organizing and overseeing jobsite administration. • Organizing and coordinating field supervision. • Assisting in the procurement of subcontractors and supplies. • Developing, monitoring, updating, and communicating the progress schedule and its periodic revisions. • Managing the direct labor force and maintaining labor relations. • Managing subcontractors schedules, quality of work and payments. 			

- Coordinating cost-progress targets with production. Develop and track project budget / forecast fee schedule.
- Ensuring safe, secure jobsite environment. Manage project risk.
- Identifying and managing all changes.
- Establishing and maintaining relationships with the Owner, design professionals, building officials, local businesses and police and fire departments.
- Manage and maintain business decisions in the best interest of the company.
- Manage multiple project to maintain monthly billings.

Skills/Qualifications:

- Minimum 8 years experience in construction related field.
- Bachelors degree in Construction Management or related filed of study. Experience could be substituted for lack of degree.
- Proficient computer skills in Microsoft Office, Outlook and Microsoft Projects.
- Proficient computer skills in computer based drafting, take off or estimating programs.
- Good oral and written skills.
- Must have strong analytical and mathematical skills.
- Well organized and detailed oriented.
- Good understanding of blueprints, including all disciplines.
- Must have good communication and interpersonal qualities.
- Must be able to work as a team and foster confidence in all.
- Must have capability of handling large files with confidential data.
- Must pass background check – No felony convictions
- Must pass drug test
- Good driving record