



Position Description

Job Title: **Project Manager**

Industrial Construction Services and Design, Inc. (ICON) is a full service mechanical/electrical contractor with unique custom machine engineering and fabrication capability. Industrial Construction Services and Design, Inc. services manufacturers and heavy industrial markets located throughout the US and abroad by providing superior value measured in terms of quality, responsiveness and cost.

PROJECT MANAGER JOB SUMMARY:

Project managers are the back bone of construction companies. They are authorized to make commitments to customers and responsible for ensuring those commitments are fulfilled by the company. Project managers have broad responsibility for delivering ICON's service lines beginning with the receipt of requests for proposals (RFP's) and extending through contract completion. Primary duties include project cost estimating, proposal preparation, contract administration, submittals, scheduling, trade/subcontractor coordination, correspondence, QA/QC, and safety management. Project managers also have specific responsibilities as set forth in corporate programs and procedures including those involving safety and health, asset management, business development, and employee development.

Project managers serve as a critical interface between ICON and its customers, suppliers, employees and the public. Project managers are expected to be knowledgeable with respect to the company's mission, policies, and capabilities. They are key participants in corporate development initiatives and utilize their influence constructively towards achievement of corporate goals and objectives. Project managers are required to demonstrate professional conduct and ethical behavior at all times.

GENERAL REQUIREMENTS

All ICON employees must maintain a working knowledge of the ICON Employee Handbook & Safe Work Practices Manual and comply with all requirements contained therein. Project managers are required to possess and maintain a valid driver's license, be willing to travel to various job sites within a work week, and work various standard/off hour work shifts.

QUALIFICATIONS AND EXPERIENCE

A four-year Bachelor's degree in business or building sciences and/or advanced competency in one or more of the ICON trades (Millwright, Welder, Pipefitter, Machinist, Electrician). Minimum 5 years of management or supervisory experience in construction related industry. Excellent verbal and written communication skills, general understanding of construction risk management issues and advanced safety training required. Computer proficiency in Microsoft Project, Outlook, Word and Excel is also required.

Project management capability is measured in terms of the number, size and complexity of the project he or she is able to successfully manage. To varying degrees, project managers must exhibit competency in the following areas;

- Project Planning
- Safety Management
- Construction Productivity
- Subcontractor and Vendor Management
- Critical Path Method (CPM) Scheduling
- Claims Management
- Legal Issues and Contract Clauses
- Construction Ethics Discussions
- Cost Control
- Project Recordkeeping
- Lean Construction
- Time Management
- Problem Solving and Negotiating Skills
- Blending Family and Work