



**Job Title:** Project Manager

**Reports to:** President

**Department:** Operations

**Classification:** Exempt / Full-Time

**Revision Date:** 3/3/2008

**Working Days/Hours:** M-F 7:30am – 4:00pm

### **Position Overview**

The Project Manager is the leader of a two person team, (along with the Assistant Project Manager) and is responsible for the successful completion of various restoration projects that are caused by fire, smoke, wind, storms, water and mold. The projects are both residential and commercial. The Project Manager goes out and meets homeowners, prepare estimates for insurance claims to restore the property back to its pre-loss state then oversees the Assistant Project Manager, employees and subcontractors on completing the job in a timely and cost efficient manner.

### **Essential Job Duties and Responsibilities**

- Perform Site inspections
- Create, edit, modify and submit estimates
- Communicate with home and business owners, insurance adjusters, Engineers, and sub-contractors
- Manage Assistant Project Managers, Engineers, sub-contractors and employees in successfully completing projects in a timely and efficient manner.
- Oversee and direct employees and subcontractors on performing job tasks
- Manage and take responsibility for all aspects of projects from beginning to end.
- Meet profit goals on each job
- Assess and implement repairs to structures from start to finish
- Available for and ability to respond to 24 hour emergency restoration and mitigation calls

### **Requirements**

- 7 years construction Project Management/Supervisory experience within the past 10 years
- Minimum High School Diploma with knowledge of local and state building codes – some college helpful
- Knowledge and experience using MS Outlook, MS Word, MS Excel
- Pass drug screening and criminal background check
- Have reliable transportation
- Availability to respond to 24 hour emergencies or mitigation calls
- Above average communication skills
- Highly Organized with attention to details
- Works well in team environment
- Integrity, honesty and responsibility with a desire to contribute to a team

### **Physical Requirements**

- Ability to perform sedentary tasks in a mentally demanding and highly stressful work environment.
- Ability to lift up to 50 lbs on a regular basis
- Ability to travel up to 25% of time
- Ability to stand, squat, climb, bend, kneel, stoop, walk, push, pull, crouch and crawl for long periods of time
- Ability to travel up and down ladders
- Ability to work in high places and in tight spaces
- Capable of working in fire, smoke and/or water damage environments that have potential for mold & mildew

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date