



1608 Fifield Road
PO Box 111
Pella, IA 50219
641-628-4590 office
641-628-0064 fax

Job Description

Project Manager

Position Type: Full Time

Location: Varies

Pay: To be determined

Overview:

Is responsible to guiding crews, managing resources, and working closely with other construction professionals to ensure that project are completed on time and to the highest standards.

Must be:

- Punctual and prepared
- A team player with the ability to work independently. Able to effectively work with others, including but not limited to all employees, vendors, customers etc.
- Flexible with the ability to change direction at a moment's notice.
- Honest and have a positive attitude.
- Productive. Attentive to detail, make good use of time and problem solve as needed.

Nature of Work / Job Functions

- **Planning & Budgeting:** Develop project timelines.
- **Coordination:** partner with other project managers, foremen, etc. to ensure project has all required equipment and material. Also to minimize disruptions to timeline.
- **Execution:** Oversee daily site operations, manage procurement, and assign tasks.
- **Monitoring & Reporting:** Track progress, ensure quality, enforce safety, and provide regular status reports to clients.
- **Risk & Compliance:** Mitigate risks, manage change orders, and ensure adherence to local, state, and national codes.

Classification Standards

- This position reports directly to President.
- Also responsible for proving information to company accountant.

Non-Essential Job Functions

- Be knowledgeable of and comply with TK Concrete's safety and administrative policy.
- Attend training and other required company functions as needed.
- Maintain a clean and orderly work area including company vehicles.
- Performs other duties as assigned.

Licenses/Certifications

- Driver's License (clean record) with the ability to be insured by our company.

Benefits:

- Health & Dental Insurance
- 401k with company match
- PTO

Celebrating 35 years in business!