



Contract Manager Job Description

Job Title: Contract Manager
Department: Office
Reports To: Vice President/Chief Engineer
FLSA Status: Exempt
Revision Date: 4/1/16

Summary

Contract Managers are responsible for various aspects of each project and work in tandem with Project Superintendents to ensure projects are successfully completed safely, timely, and on budget.

Essential Duties and Responsibilities include, but are not limited to, the following:

Must have strong problem-solving capabilities and be able to work within a management team to ensure successful completion of projects.

Must possess business acumen and be cost conscience.

Must possess interpersonal communication skills and be able to communicate effectively both orally and in writing.

Must be able to read and write contracts for material purchase and subcontracting services.

Must be able to read and interpret drawings and specifications.

Must have the ability to perform and be proficient in geometrical and mathematical calculations.

Must have knowledge of basic computer systems and software.

Must be well organized and be capable of multi-tasking.

Engages in project administration, cost and revenue forecasting, cost estimating, construction planning, means and methods, scheduling, material procurement, subcontracting, change orders, quality control, and job site safety.

Interfaces bid cost data from estimating software into accounting/project management software to set up project budget prior to construction and ensure that project costs are properly accounted for during construction.

Develops CPM project schedule with input from Estimators and the Project Superintendent.

Communicates with potential material suppliers and subcontractors and issues purchase orders and subcontracts with terms and pricing favorable to McLean.

Coordinates with minority and small business concerns to ensure compliance with contract requirements concerning their participation in the project.

If qualified, offers input in the design of temporary structures, formwork and falsework in coordination with McLean's Office Engineer.

Identifies extra work situations and seek recovery of costs.

Provides document control for correspondence, submittals, RFI's, etc.

Works with site supervision to ensure structures are built in conformance with the contract requirements.

Coordinates with site supervision to ensure proper management of subcontractors and vendor material deliveries.

Provides oversight for progress entry, schedule updates, subcontractor payments and owner invoices initiated by site supervision.

Assists in the preparation of final records for the project, including as-builts.

Attends, participates in, and in some cases leads progress meetings, partnering sessions and conferences, as required, on behalf of McLean.

Assists in the preparation of any technical proposals required by design/build projects, private/public partnership projects, or best value projects.

Represents McLean Contracting Company in a business-like, ethical, and professional manner.

Supervisory Responsibilities

This job position does not involve direct supervision of personnel but does carry supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

It is desirable for Contract Managers to have earned a degree in Civil Engineering, Construction Management, or Civil Engineering Technology. In some cases, McLean will train individuals without an engineering education to perform the job. Experience in heavy civil and marine construction and cost estimating is highly valued.

Other skills and abilities

Must be at least 18 years old, have reliable transportation to work and able to pass a physical. Must be able to pass a Homeland Security background check to qualify for a Transportation Worker Identification Card (TWIC).

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to occasionally visit job sites or potential job sites and to safely traverse the site and/or travel by boat. At times, this may require climbing on structures of various heights and traversing difficult terrain for the purpose of investigating the conditions at the site and/or documenting construction issues, as required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; large moving equipment, high, precarious places, outside weather conditions; extreme cold and extreme heat. The noise level in the field environment is usually loud.

This position may require overtime work, work on weekends and/or holidays.

Company

Historically, McLean has promoted from within our own employee base. Starting salary will commensurate with experience. Please visit our website at mcleancontracting.com for more details and contact information. Excellent fringe benefits. 100% Employee Owned. McLean Contracting Company is an Equal Opportunity Employer, including Disabled and Vets.