



Project Manager Job Description

About us: B&S Site Development is more than just another construction company. We are a family of unique individuals committed to our culture, our values, and each other. We believe in making our own luck and creating our own opportunities. B&S Site Development accomplishes this by constantly innovating, finding ways to create new value and seizing new opportunities. We are a leading site development contractor that specializes in mission critical and large-scale commercial projects that focus on customer relationships and client satisfaction.

We have offices in Manassas, VA; Richmond, VA; Columbus, OH and projects in 5 states (VA, PA, MD, OH, IN). We have been in business for over 20 years and have become the leading site contractor for the data center industry. We work on parcels ranging from 20-100+ acres.

Job Summary:

The duties and responsibilities of a Construction Project Manager are to plan and supervise a wide range of construction projects from start to finish. You will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner. An excellent Construction Project Manager must be well-versed in all construction procedures and able to coordinate a team of professionals from different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills. The goal will be to ensure all projects are delivered on time according to requirements and without exceeding budget.

Job Duties:

- Define project objectives, scope, and deliverables in collaboration with clients, engineers, architects, County inspectors and project teams.
- Develop comprehensive project plans, including schedules and budgets
- Manage the permitting and regulatory approval processes.
- Thoroughly understand all aspects of the project, including drawings, specifications, and contract documents.
- Prepare a detailed cost estimate and budgets.
- Manage monthly project expenses, ensuring adherence to the approved budget.
- Estimate labor costs, considering skill levels, prevailing wages, and potential overtime to factor into initial budget.
- Estimate equipment costs, including fuel, maintenance, operating expenses, and mobilization to factor into initial budget.
- Develop and manage project cash flow projections.
- Oversee the processing of invoices and pay applications.
- Identify potential cost overruns and implement effective cost-saving strategies.



Project Manager Job Description

- Manage the change order process, including evaluating cost and schedule impacts, obtaining approvals, and incorporating changes into the project plan and budget.
- Allocating a portion of the budget to cover unforeseen issues or delays.
- Create, maintain, and update detailed project schedules.
- Coordinate and direct construction activities along with superintendents to ensure adherence to the project schedule.
- Monitor project progress, identify potential delays, and implement corrective actions.
- Maintain communication with construction managers, superintendents, foreman, assistant project managers and project engineers.
- Assemble project teams, including subcontractors, on-site personnel, and project engineers.
- Maintain clear and consistent Stakeholder communication through meetings, reports, and other channels.
- Maintain accurate and detailed project records, including plans, schedules, budgets, meeting minutes, progress reports, and change orders.

Requirements:

- Bachelors degree in Civil Engineering
- Travel required – 25% main office, Manassas, VA 20109; 75% construction job sites in Fairfax, Loudoun, Prince William counties.
- Knowledge of Bluebeam, Primavera P6, Microsoft Office, Procore, AutoCAD

We Offer:

- Competitive wages
- Medical Insurance
- Dental/Vision Insurance
- Life Insurance and AD&D
- Short-term/Long-term Disability
- Paid Time Off
- Holiday Pay
- Retirement 401K Plan
- Company Events

All qualified applicants with B&S Site Development will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin or status as a qualified individual with a disability or protected



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veteran. B&S Site Development is proud to be an Equal Opportunity Employer and member of the Drug Free Safety Program.

Employment Type: Full Time