



Full Job Description:

Contri Construction Company has an immediate opening for a Project Manager in the heavy civil construction industry. The Project Manager will be responsible for job site management and oversee construction projects' administrative and technical aspects. Contri Construction Company is a heavy civil contractor established in 1970 and based out of Las Vegas, Nevada, specializing in large diameter wet utilities.

Major Responsibilities:

- Manage project administration systems and assigned job site personnel
- Ensure proper job controls (quantities, costs, revenue and schedule)
- Establish and maintain working relationships with owners, agencies, subcontractors, corporate management, inspectors, etc., providing customer service to develop long-term partnerships with client base
- Manage financial aspects of contracts (progress billing, expenses, job costing)
- Prepare change order quotations for submission to clients
- Ensure contract compliance and quality control
- Ensure accurate construction reporting for the project
- Prepare subcontracts and purchase orders
- Generate and maintain/update project schedule

Requirements:

- BS degree in Civil Engineering, Construction Management, Business Administration, or related field or equivalent work experience in heavy civil construction.
- Minimum of ten (10) years' heavy civil experience in either private or public environments, with a preference on wet utilities.
- Knowledge of heavy civil construction practices (wet utilities, grading, concrete and paving).
- Ability to read and analyze contract plans, specifications, and contractual documents.
- Applicant must be a motivated individual who can operate independently and thrive in a busy environment.
- Detail oriented, with good organizational and time management skills.
- Strong interpersonal, written, and verbal communication skills
- Experience with CAD, Excel, Word, HeavyBid, Outlook, Adobe, Topcon 3-D Office, Microsoft Project, and Bluebeam preferred but not necessarily required. Ability to quickly learn new software required.

Job Type: Full-time

Pay: Extremely competitive. Negotiable, based upon experience level and education.

Benefits:

- Contri-sponsored Profit-Sharing Program
- Health, dental, and vision insurance
- Paid holidays, vacation, and sick days
- Company vehicle with fuel following probationary period and passing driving history check
- Company cell phone
- Relocation assistance negotiable