

STAG Partners
Project Manager
Job Description



The Project Manager and Superintendent roles are the foundation of STAG Construction/Partners' ability to deliver quality construction projects to our clients and are very often the first line of contact that represent our culture. It is important that we maintain a consistent platform of excellence and quality for the value the client expects. The following is an outline of the minimum expectation of a STAG Project Team Member.

Standard Duties

End to End operations and planning of assigned projects

Developing estimates and bids for construction projects and change orders as assigned.

Reading plans and specifications.

Understanding and navigating building codes.

Maintaining a safe project site according to OSHA and STAG guidelines.

Designing solutions for project issues.

Operating company Project Management System.

Facilitating construction process including but not limited to:

- Scheduling
- Mobilization and Demobilization
- Maintaining material inventory and coordinating project necessities
- Maintaining approvals for invoicing
- Coordinating Sub Contractor Work Flow

Review project budgets during project

Project close out and review

Maintain construction site through Mobilization/Setup and Demobilization/Cleanup

Walk due diligence and assist with estimating

Issue Material Requests as needed on projects

Track shipments and receive deliveries to close out purchase orders

Maintain document repository in project tracking software

Maintain project binders and Project Management Software

Collect price quotes through purchasing and competitive suppliers and subs as needed

Ability to perform physical labor and other strenuous physical tasks; to include frequent bending, kneeling, lifting and carrying up to 50 lbs

Loading and unloading materials and equipment

Comfortable working outdoors in potentially fast-paced, high-stress environment with

All other tasks and duties as assigned by supervisor and STAG management

Skills Required

Working knowledge of Microsoft Office products with a focus on Microsoft Word and Excel

Working knowledge of Construction Operations, Job Site and Project Management

Strong math skills including basic arithmetic, algebra and geometry

Ability to read and navigate plans and specifications

Strong interpersonal and written communication skills

Detailed oriented and Goal Driven

Self-motivated and willing to travel

Education Needed

5 years construction related work experience

High School diploma or equivalent

College degree is preferred

OSHA and other related certifications preferred