



A **BE/R** Group
REAL ESTATE Company

Construction Project Manager (Multi-Family)

Construction Management Associates, Inc.

Location: Kenosha, WI

About the Job:

Construction Management Associates, Inc. (CMA, Inc.) is hiring a Construction Project Manager to handle needs for its Multi Family and Commercial projects (both new construction and rehab). The position requires a deep understanding of various project management skills. This person should be able to oversee all activities of multiple construction projects with the assistance of a site superintendent.

About the Company:

Located in Kenosha, Wisconsin - Construction Management Associates is a family owned General Contractor that has been in business for more than a quarter century. Our experienced team of professionals are dedicated to quality construction. With knowledge of conception, design, layout, engineering and building. CMA can provide a complete package of general contracting solutions for a wide range of building projects from small Tenant Improvements to large scale apartment buildings and hotels.

Job Responsibilities/Duties:

Our Project Managers (with the assistance of a superintendent) are responsible for supervising all on-site construction and land development, including issuing contracts, performing scope review, scheduling sub-contractors, resolving day-to-day problems on the job site and inspecting all work during construction to ensure compliance with plans, specifications and relevant building codes.

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time:

- Estimating and Budget Preparation
- Plan review, cost analysis & value engineering
- Contractor/subcontractor pre-qualifications
- Develop scope's & buy-out
- Contracts
- Scheduling of overall job and subcontractors
- Payment processing
- RFIs, change orders, submittals and directives
- Managing logs (RFI, CO, submittals)
- Job cost & status reporting
- Finishes Coordination
- Punch Lists and Project Closeout
- Subcontractor Disputes

Job Requirements:

- 5+ years of solid hands-on experience with a GC or with a developer as a Project Manager constructing low to mid-rise projects
- Knowledge of local Building Codes is required
- OSHA certified
- Knowledge of Project Management Scheduling Software
- Knowledge with Excel based Project budgets

Benefits:

- Medical and Dental Insurance
- Vacation and Personal days
- Employer matching retirement plan
- CMA provides individual laptop, ipad and cell phone
- Relocation assistance available if necessary
- And Much More!

In order to ensure a quick response to your inquiry, when applying on-line for this position, kindly include the following information:

- Resume
- Desired Salary