

This Construction Manager job description template includes key Construction Manager duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a reliable Construction Manager to plan construction projects and oversee their progress along the way in a timely and cost-effective manner. You will be responsible for budgeting, organization, implementation and scheduling of the projects.

Responsibilities:

- Oversee and direct construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- Coordinate and direct construction workers and subcontractors
- Select tools, materials and equipment and track inventory
- Meet contractual conditions of performance
- Review the work progress on daily basis
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and licences
- Analyse, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques

Requirements:

- Proven working experience in construction management

- Advanced knowledge of construction management processes, means and methods
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Understanding of all facets of the construction process
- Familiarity with construction management software packages
- Ability to plan and see the “big picture”
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent time and project management skills
- BS degree in construction management, architecture, engineering or related field