

Project Manager

Holiday-Parks' Project Managers are responsible for the successful execution of Design-Build and Plan-Spec projects, from start to project close out. They represent our organization to our customers, other contractors, fellow employees, and our community in a professional manner. They are effective leaders and communicators, who resolve disputes and negotiate mutually beneficial solutions, and exhibit ownership for their projects.

Essential Functions

- **Records Management**
 - Maintain project records, including Submittals, Operation and Maintenance Manuals (O&Ms), Change Order Logs, Requests for Information (RFIs) Logs, and all additional correspondence.
 - Review contracts, drawings, and specifications.
 - Manage multiple projects when required.
- **Schedule Management**
 - Create and maintain construction project schedule.
 - Monitor goals and anticipate potential problems.
 - Assess impacts of change orders on budget and schedule.
 - Prepare Job Start and Project Closeout materials and schedules.
- **Financial Management**
 - Prepare billings, estimates to complete, change orders, and other financial documents.
 - Purchase materials and equipment in a timely and cost-effective manner.
 - Evaluate bid estimates, establish budgets, and monitor job costs.
- **Field Support**
 - Develop staffing plan with Superintendents and Foremen.
 - Monitor field labor progress.
 - Work with the Safety Director to create a Job Specific Safety Program.

Project Managers may be located in the main office or on the job site, and may support multiple projects when required.

Education/Experience/Qualifications

- Four years of college-level construction management training, **OR** five years HVAC/Plumbing Project Management experience required
- Working knowledge of MS Outlook, Word, Excel required
- Experience with AutoCAD, Microsoft Project, and Bluebeam Revu preferred
- Excellent oral and written communication skills
- Strong organizational skills and attention to detail

Physical Requirements

- Frequent computer use
- Ability to see and hear well (naturally or with correction), and speak clearly
- Continuous sitting, standing, and bending, and repetitive motions of hand and wrist

Holiday-Parks offers many opportunities for qualified individuals. We have an excellent salary and benefit package, paying 100% of medical/vision/dental and prescription premiums for ALL family members.

If interested in applying, please submit your cover letter and resume to careers@holadayparks.com

Holiday-Parks, Inc. is an Equal Opportunity Employer, including protected veterans and people with disabilities.

