



Job Title:	Construction Project Manager Construction Superintendent	Travel Required:	Extensive- More than 6 months per year
Department/Group:	Operations Construction Division	Position Type:	On Call
Level/Salary Range:	Dependent on Experience	Reports to:	Senior Construction Manager

Job Description

Job Purpose:

Manage all aspects of a single large project or multiple smaller projects. This position is responsible for functioning as the NRS primary point of contact for communication and management on a project. The Construction Project Manager/Superintendent is responsible for the implementation and execution of the NRS SOP in all project related activities.

Responsibilities

- Understand and enforce the safety policies of NorthStar Recovery Group Services and its associated companies at all times.
- Monitor the safety performance of all projects assigned to the individual Project Managers.
- Safely manage all aspects of a project or projects. The size of a project will range from a small scale, short duration project to a large scale or regional catastrophe (CAT). The number of assigned projects may range from 1 to 20 projects.
- Manage all required project documentation as per NRS Operational SOP.
- Management of Expectations for all key stakeholders involved with the project(s). This includes, but not limited to, clients, vendors, subcontractors and inter-company Managers.
- Maintain full situational awareness on all assigned projects and demonstrate the ability to clearly communicate the current status of those projects.
- Communicate clearly and with confidence both orally and in writing.
- Responsible for acting as the first approval on all required project administrative documents.
- Assist in the resolution of customer complaints by actively investigating problems, developing solutions, documenting issues and making recommendations to NRS Management.
- Initiate professional reviews via self-evaluation forms at appropriate time intervals.
- Initiate professional growth by scheduling and attending career specific continuing education (annually).

Skills/Qualifications:

- Must be a demonstrated Self Starter.
- No less than three (3) years of “hands on” field experience or educational equivalent in the Construction Management field.
- Must be able to demonstrate a working knowledge of all Microsoft Applications to include:
 - Microsoft Word
 - Microsoft Excel
- Must be able to lift up to 50 lbs. utilizing proper lifting techniques and with appropriate Personal Protective Equipment (PPE)
- Must be able to stand for extended periods of time in appropriate PPE