

**JOB TITLE**                      **PROJECT MANAGER**

**LOCATION**                        **Dallas, Texas**

7810 Orlando Avenue  
Lubbock, Texas 79423

**JOB DESCRIPTION**        **The Project Manager is responsible for the direction, completion, and financial outcome of assigned construction-management, CSP or hard bid type project(s); as well as mentoring multiple Assistant Project Managers and Engineers.**

**Responsibilities include:**

- Direct and supervise work of project personnel to establish operational priorities.
- Participate in development business strategies while actively soliciting new projects with new and existing clients.
- Produce all elements of project execution plan and implement.
- Provide jobsite leadership in the area of safety and quality while ensuring teams abide by LLCI's safety program.
- Maintain owner, architect, subcontractor and vendor relations.
- Establish and monitor project schedules and progress.
- Provide project documentation.
- Attend meetings as the Owner's Representative with the project team.
- Participate in preconstruction services, meetings, and budget management of CMAR assigned contracts.
- Be willing to assist with estimating on project bid days.
- Be able to qualify, write, and issue both subcontracts and purchase orders to subcontractors and vendors.
- Be able to train and educate successors, Project Engineers, and Assistant Project Managers.
- Track and submit invoices, purchase orders, and other financial commitments, exposures and obligations.

**QUALIFICATIONS**

- B.S. in Construction Management, Engineering, or related field position preferred. 5-10 years leadership experience preferred.
- Strong technical and communication skills.
- Ability to work in a team environment.
- Ability to read and understand drawings and specifications.
- Knowledge of Primavera Expedition/Contract Manager and Primavera Contractor scheduling software.
- Exhibits commitment to quality.
- Positive Attitude.
- Demonstrates proficiency using company communication tools, such as email, internet, and Microsoft products (e.g., Word, Excel, Office, Outlook), PC and iPad.

*Lee Lewis Construction, Inc. is a family oriented company. We offer competitive compensation and benefits including a competitive health care plan. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a protected veteran.*