



## **Job Title: Project Manager – Commercial Construction**

**Location: Housing Authority – Iowa Tribe**

**Reports To: Senior Construction Manager**

**Employment Type: Full-Time**

### **Job Summary:**

The Project Manager (PM) is responsible for the overall planning, coordination, and execution of commercial construction projects from pre-construction through closeout. The PM ensures that projects are delivered on time, within budget, and to the highest quality standards while maintaining strong relationships with clients, subcontractors, and internal teams. Must have CM Degree from 4 year University and 10 Years experience as a PM.

### **Key Responsibilities:**

#### **Project Planning & Pre-Construction**

- Collaborate with stakeholders to define project scope, goals, and deliverables.
- Develop and manage project budgets, schedules, and procurement plans.
- Coordinate with architects, engineers, and consultants during design and permitting.
- Lead pre-construction meetings and risk assessments.

#### **Construction Management**

- Oversee daily construction activities and ensure adherence to plans, specifications, and safety standards.
- Manage subcontractors, vendors, and suppliers to ensure timely and quality performance.
- Monitor project progress and adjust schedules and resources as needed.
- Conduct regular site visits and inspections.

## Financial Oversight

- Track project costs and manage change orders.
- Review and approve subcontractor invoices and payment applications.
- Prepare monthly budget reports and forecasts.

## Communication & Reporting

- Serve as the primary point of contact for clients and stakeholders.
- Lead project meetings and issue regular progress reports.
- Maintain accurate project documentation and records.

## Closeout & Handover

- Ensure completion of punch lists and final inspections.
- Coordinate commissioning, occupancy, and turnover to the client.
- Manage warranty and post-construction support.

## Qualifications:

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, or related field.
- 10+ years of experience in commercial construction project management.
- Proven track record of managing projects from \$5,000,000 in value and up.
- Strong knowledge of construction methods, materials, and regulations.
- Proficiency in project management software (e.g., Procore, MS Project, Bluebeam).
- Excellent leadership, communication, and problem-solving skills.
- OSHA 30 certification preferred.

## Working Conditions:

- Primarily office-based with regular visits to active construction sites.
- May require occasional evening or weekend work depending on project needs.
- Must be able to travel to project sites as required

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Or email to [bcampbell@iowaha.net](mailto:bcampbell@iowaha.net)

Applications due by 4:00 PM. August 1, 2025

