



## **Project Manager/ Estimator**

### **Position Description:**

The Project Manager shall report to the General Manager. This person will manage projects while working closely with members of other departments, field, administrative staff, safety director and other operations to ensure continuity in services offered and company goals. Adhere to and promote IMOCO Inc. values by performing duties in a manner that is consistent with being a team leader and supports the continued growth of the company. In addition to their responsibilities, they shall participate in and complete all tasks assigned to them by the Operations Manager.

### **Compensation**

Employee shall be paid a base salary on a weekly basis. All monies are subject to applicable federal, state and local withholding.

### **Employee Benefits.**

Employee will be eligible to participate in all benefit plans, policies or programs outlined in the IMOCO Employee Handbook. For specific questions, please contact HR.

### **Essential Duties and Responsibilities:**

- Creates estimates and project scope of work
- Builds working relationship with clients, subcontractors and employees
- Interfaces with Corporate Safety Director and client safety representatives relating to safety regulations to ensure proper compliance
- Assists the company with Business Development opportunities
- Create project schedules
- Direct and manage project execution
- Monitor and control Project Work
- Monitor and control quality of work and procedures
- Perform financial review and control for projects
- Keep management informed on status of each project
- Keep Project Stakeholders informed on status of each project
- Mechanical knowledge of machines and tools
- Excellent mathematical skills, including application and use in problem-solving
- Sensitivity to problems; ability to tell when something is wrong or is likely to go wrong
- Performs other duties as necessary
- Assume responsibility for work outcomes and results of other workers

**Please note hours may vary nights/weekends/holiday work may/will be needed pending client's needs.**

**Qualifications:**

A four-year degree and PMP certification or equivalent is preferred with at least (4) years of Project Management experience or a combination of education + multiple years' experience in the industrial construction field with strong management, leadership and interpersonal skills. The ability to communicate well both verbally and in writing is required. High degree of accuracy and important in the performance of this job. Computer skills are a must.

**Physical Demands:**

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch or crawl. Employee must occasionally lift and/or move 25-75 pounds.

**Work Conditions:**

While performing the duties of this job, the employee regularly works on-site at the construction site where the employee is exposed to moving mechanical parts; high precarious places; risk of electrical shock; fumes or airborne particles; Regular exposure to all weather conditions, especially hot, humid and/or rainy spring, summer, fall and winter weather, combined with regular work time indoors in environmentally controlled conditions. The noise in these work environments is usually moderate to very loud.

When working on site, you will be required to wear common protective or safety equipment, such as but not limited to the following safety shoes, glasses, gloves, hearing protection and hard hats.

**IMOCO INC. IS AN EQUAL OPPORTUNITY EMPLOYER.**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

**Position:** Project Manager

**Base Salary:** Negotiable

**Bonus:** Discretionary based upon Company and Employee Performance

**BENEFITS**

**Health Insurance:** IMOCO covers a percentage of the premium for individual coverage (family coverage is also offered). We also have a variety of elective supplemental policies for both individual and family plans.

**Company truck and fuel expenses:** Paid for by IMOCO

**401K:** Eligible on 1-year anniversary

**Company Credit Card**

**Paid Time off:** 80 Hours Vacation + 40 Hours Personal Leave

**Paid Holidays:** New Years, 4<sup>th</sup> of July, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, + 1 Floating Holiday of Employees Choice

**Company Life Insurance:** Employee's salary up to \$50,000 paid for by IMOCO after 90 days of service.