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5455 Freitag Drive, Menomonie Wi 54751

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www.CFBSI.Com

**Project Manager Job description**

Cedar Falls Building Systems, Inc is a well-established commercial general contractor located in Menomonie, Wisconsin. We specialize in commercial and industrial projects.

Our primary markets include commercial, manufacturing, industrial and retail facilities with our primary trade areas in Wisconsin and eastern Minnesota. We pride ourselves in our design/build process. This process transforms the ideas and dreams of our customers into reality faster, creatively and within budget. Our commitment to building a solid, lasting relationship is evident in our continues success.

We are looking for talented individuals who have experience managing both onsite construction of commercial building plus working with owners and owners’ consultants

(Architects, engineers, and designers).

**Required Skills:**

* 5 years of experience in the construction field, with 2 years in commercial construction (preferred).
* Proficient with MS Word, Excel, and Project.
* Effectively communicate verbally and in writing with owners, designers, government officials, employees, tradespeople, subcontractors, and material vendors with diplomacy and tact.
* Self-motivated
* Organized
* Have a high attention to detail
* Must know and manage projects thoroughly:

- Scope of work, budgets, and schedules

- Drawings and specifications

- Requirements of the contract – administrative, billing, submittals, scope of work changes, claim procedures, and insurance requirements. Subcontractor scopes of work, material purchase orders, and rental purchase orders

**Primary Responsibilities:**

* Represent Cedar Falls Building Systems in a professional manner at all times.
* Ensure the safety of all persons on any worksite or company property, by following all company safety practices
* Manage multiple projects in conjunction with on-site superintendents and foremen.
* Estimating and sales
* Quality Control – Ensure that the work performed is done in accordance with contract documents.
* Purchase materials, coordinate equipment rentals, prepare subcontracts and manage submittals.
* Develop scopes of work to provide the best and most economical price combinations to obtain maximum value. Initiate the corresponding purchase orders and subcontracts.
* Phase and sequence work to maximize efficiency.
* Develop detailed schedules showing work sequences and update them monthly.
* Plan the work in conjunction with our on-site superintendents; make sure all necessary tradespeople, subcontractors, materials, equipment, safety considerations, approvals, permits, and preconstruction meetings are in place before starting an item of work.
* Document important events such as changes in the scope of work, the discovery of unforeseen conditions, instructions from the owner or engineer, subcontractor concerns, and vendor concerns.
* Identify changes, manage proposals, and additional work.
* Resolve problems.
* Must be proficient and able to follow Company Policies and Procedures utilizing proper documentation from start to finish on projects.

**Work Schedule**

=Must be flexible to accommodate the daily project needs. (Approx. 40 to 50 hours per week.)

**Pay** Salary-Negotiable based on experience.

**Benefits**

CFBSI offers health, dental and vision insurance, health reimbursement account and PTO.

Job Type: Full-time

Submit resume to [Info@cfbsi.com](mailto:Info@cfbsi.com) or bring to our office at 5455 Freitag Drive, Menomonie, WI 54751.