

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: Project Manager

Exempt: No Job Code: 2100 Salary: _____ Division: Office

Dept: Engineering Location: Chantilly, VA

Report to: Contract Manager Attendance Requirements: M-F, 8:00-5:00

Prepared by: _____ Date: January 13, 2006

Approved by: _____ Date: _____

PRIMARY FUNCTION:

To be fiscally responsible for the administration of all assigned contracts from execution to contract closeout.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Management retains the right to add or change duties at any time.

Administration:

1. Assemble and approve job transfer package for distribution.
2. Assemble and approve job task package for distribution.
3. Assist in selection of vendors with Purchasing Manager.
4. Issue and maintain subcontracts required for the project consistent with the contract document.
5. Coordinate and submit shop drawing and certifications for approval.
6. Coordinate long lead-time material items.
7. Obtain permits consistent with the construction schedule.
8. Review the contract documents.
9. Review plans (light table) and prepare necessary change orders.
10. Issue and finalize all change orders.
11. Ensure all affected departments are informed of any plan or project changes.
12. Solicit subcontractors to perform various work functions.
13. Approve vendor invoices.
14. Initiate change orders to close out contract and have the files and plans in proper order for storage.

Management:

1. Arrange and conduct all in-house preconstruction meetings.
2. Monitor turnaround time on work orders and change orders, ensuring all are reviewed and approved in accordance with the contract.
3. Attend job cost meetings to examine billing accuracy, profit/loss margins, accounting functions and change order requirements.
4. Attend monthly billing meetings with project analyst and job superintendent to assemble project invoices.
5. Assist with delinquent or problem invoices.

6. Perform project site visits during the course of construction to enhance communication with field supervision and provide proper contract administration.
7. Perform additional assignments as may be required by the Contract Manager.
8. Assist with estimating.
9. Negotiate terms with clients or subcontractors regarding administration of the contract with the assistance of the Contract Manager.
10. Conduct post-construction reviews with field personnel/
11. Develop and maintain a professional relationship with the client based on the highest degree of integrity and consistent with the reputation of William A. Hazel, Inc.
12. Update projects off-site disposal and off-site borrow needs and facilitate/obtain/pursue source and borrow locations and pricing with trucking subcontractors and trucking superintendent.

Scheduling:

1. Coordinate construction start dates with clients.
2. Schedule, review, and maintain the construction schedules.
3. Assign resources to the construction schedule.
4. Review and approve resource reporting.
5. Attend weekly job scheduling meetings to coordinate job starts and resource assignments.
6. Document delays to the construction schedule.

PHYSICAL ACTIVITIES / HOURS PER DAY:

Repetitive Motion of Hands and Feet:

	<u>Hours Spent At:</u>		<u>Repetitive Hand Motion:</u>		<u>Repetitive Foot Motion:</u>		
			L	R	L	R	
Sitting:	6	Light grasping:	1	1	Hard push:	0	0
Standing:	1	Strong grasping:	1	1	Lt push:	2	2
Walking:	1	Fine dexterity:	1	1	Lift:	0	0
		Keyboarding:	3	3	Shove:	2	2

Repetitive Motion of the Muscular and Skeletal Body:

	Rarely:	Infrequently:	Occasionally:	Frequently:	Marginally:
	0 - Hrs	Up to 3 Hrs	3 to 5 Hrs	5 to 8+ Hrs	
Bend:	X				
Balance:	X				
Climb:	X				
Crawl:	X				
Crouch:	X				
Kneel:	X				
Push / Pull:		X			
Reach:		X			
Squat:		X			
Twist:	X				
Overhead Lifting:	X				
Lift / Carry 0 - 10 pounds:		X			
Lift / Carry 11 - 25 pounds:		X			
Lift / Carry 26 - 50 pounds:	X				
Lift / Carry 51 - 75 pounds:	X				
Lift / Carry 76 - 100 pounds:	X				
Lift / Carry Over- 100 pounds:	X				

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is indoors, in an office environment, climate controlled and the noise level in the workplace is moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK KEYS: are used across the nation to help individuals, educators, and employers to identify the skill sets people need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. It offers job analysis, assessment, instructional support, reporting and training identification services.

SKILL SETS: required for this job description are:

Applied Math	Reading for Info.	Observation	Applied Tech.	Listening
7	6	5	4	5
Teamwork	Writing	Locating Information		
5	5	5		

PRACTICAL EXPERIENCE: How much experience or on the job training would it take before he / she would be able to perform this job adequately?

Less than

1 week 1 - 3 Mos. 6 - 12 Mos. 2 - 3 Yrs. 3 - 5 Yrs.

				X
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What are some of the important things that they should learn during a period of gaining practical experience?

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION AND/OR EXPERIENCE:

Four-year Engineering Degree or equivalent combinations of education and experience. 6 months to one year experience as Estimator II or equivalent experience. Demonstrate knowledge of estimating methods and Company procedures. Demonstrate sound judgment and ability to properly and ethically perform job duties with a minimum of instruction or supervision.

LANGUAGE AND COMPUTER SKILLS:

Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals.

Must write routine reports and correspondence, speak effectively before groups, customers, employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Demonstrate sound judgement and ability to properly and ethically perform job duties with a minimum of instruction or supervision.