



Powers & Sons Construction  
2502 Roosevelt Ave.  
Indianapolis, IN 46219  
317.269.2550

**Job Title:** Project Manager

**Category:** Full-Time

**Effective:** April 2024

**Summary:** Powers & Sons Construction Indianapolis office, recognized by the Indiana Chamber of Commerce as one of the Best Places to Work in Indiana for the past four years, is seeking a full-time Project Manager. The position of Project Manager is responsible for the overall coordination of assigned construction projects and ensures timely and profitable completion in a professional manner. The Project Manager ensures management remains fully informed of project costs in comparison to budgets through weekly labor reports and monthly budget reports. The position is responsible for understanding project design, customer requirements, and performance standards, developing the project schedule and ensuring quality and will be the main point of contact from bidding through closeout.

The Project Manager plays a significant and highly visible role on the team and is someone capable of overcoming obstacles and pushing projects forward to completion. The ideal candidate is a self-starter who possesses construction and project management expertise and adds value to Powers & Sons Construction and our clients by building relationships that ensure project requirements are clearly articulated, scoped and managed efficiently.

### Key Responsibilities

- Co-chair the preconstruction conference with the project superintendent, to familiarize the subcontractors with project schedules, construction methods, company procedures and policies, and quality standards.
- Attend preconstruction conference with Owner/A-E to clarify duties, responsibilities, and authorities.
- Review or prepare cost-plus, design-build, and construction management contracts and route for approvals per policy prior to submission to Project Executive for his signature.
- Participate in preparing estimates on jobs to be bid and assist estimator in the preparation of estimate summaries on all projects assigned to him.
- Review contract documents with superintendent, including how project was estimated, code breakdowns, and critical scheduling dates.
- Work with the municipalities in determining the special conditions and requirements of the project, such as permits, bonds, and other special items.
- Prepare a schedule of equipment needs for each job assigned and arranged for assigned equipment to be delivered to the job as required.
- Approve and resolve all back charges and change orders to the project. Prepare all change order request for architect's approval.
- Review status of shop drawing submission, checking, and approval, with superintendent.
- Schedule and attend all scheduled project progress meetings as required.
- Review and approve all subcontractor's invoices and vendor invoices after they have been approved by the project superintendent.
- Coordinates with the project superintendent to ensure projects are properly manned to meet schedules and budgets.
- Approve and forward submittals according to schedules for all shop drawings and material samples.
- Refer all legal problems concerning projects through the Project Executive to the corporate attorney.
- Advise the V.P. and Project Executive of availability for reassignment of equipment no longer required on projects.
- Approve and resolve all back charges and change orders to the project. Prepare all charge order requests for architect's approval.
- At the close of the job, review project with owner and receive letter of recommendation. Refer to close out list, and post-mortem expeditiously.

### Minimum Requirements

- Bachelor's Degree in construction management, architecture, or engineering.
- 3-5 years of commercial construction industry practices, procedures, and market trends experience and knowledge
- Proficiency in Accounting Software & Reports (Jonas)

**Travel Requirement:** We target projects within a one-hour drive of our Indianapolis office.

**Benefits:** We offer a competitive total compensation package. Benefits available to full-time employees including paid time off, health/dental/vision insurance, life and disability insurance, profit sharing and 401K match.

*Power & Sons Construction is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*