

## **OSM** | CONSTRUCTION

OSM Construction is an established custom builder in Montana and Wyoming providing its clients with the highest level of craftsmanship, general contracting and construction management services.

Presently our Jackson, WY office has an opening for an experienced **PROJECT MANAGER** to join our team. Responsibilities and tasks include but are not limited to:

- Project estimating
- Subcontractor & vendor management.
- Project scheduling
- Project financial management
- Project communication
- Construction scheduling.
- Construction supervision.
- Sourcing and procurement of materials.
- Project accounting.

Applicants need to possess:

- Strong team player attitude
- Upstanding character
- Accountability
- Professionalism
- Excellent communication skills.
- Complete understanding of Rocky Mountain custom home building.
- Verifiable estimating and construction management experience.

OSM offers a competitive salary, 401k, health insurance, life insurance, paid time off and holidays as well as a rewarding work environment. Interested applicants should submit their cover letter and resume to: [osmwyoming@onsitemanagement.com](mailto:osmwyoming@onsitemanagement.com)

**[WWW.ONSITE MANAGEMENT.COM](http://WWW.ONSITE MANAGEMENT.COM)**

## Project Manager

### Summary Description:

Plan, direct, or coordinate construction activities to ensure the successful completion of projects undertaken by the Wyoming office. Oversee all project phases – from estimating/pre-construction to construction execution to close out.

### Essential Job Duties and Responsibilities:

- Prepare detailed proposals, including estimates determined based on project stipulations and subcontractor input.
- Participate in the preparation and negotiation of contracts.
- Perform quantity take-offs.
- Prepare or oversee materials list preparation and coordination of purchase and delivery.
- Prepare and submit budget estimates and cost tracking reports.
- Plan, schedule, and coordinate construction project activities to meet deadlines.
- Review project plans and explain details and terms to clients, subcontractors, and others, as needed.
- Provide progress reports in written and verbal form and actively participate in client/developer meetings.
- Inspect project tasks to monitor compliance with relevant government regulations and codes as well as OSM policies and client stipulations
- Work closely with the Construction Manager and/or Superintendent to organize production activities and confirm ongoing alignment of the project budget with schedule.
- Prepare or direct the preparation of invoices and change orders.
- Address complaints promptly and ensure resolution or escalate to the Principal-in-Charge.
- Apply for and obtain all necessary permits or licenses.
- Evaluate construction methods, determine cost-effectiveness of plans, and make recommendations to improve time or cost to complete.
- Other duties as assigned.

### Minimum Qualifications:

- Associate's degree or equivalent in construction management, engineering, or a related field.
- Three years of experience in a construction project management position requiring customer and other third party interactions.
- Ability to effectively and clearly communicate verbally and in writing.
- Practical knowledge related to working on construction job sites (e.g., safety protocol, worker roles and responsibilities, resource utilization, etc.) and ability to enforce appropriate behaviors among project teams.
- Basic computer skills, including working knowledge of Microsoft Office software and construction project management technology platforms (e.g.,

Viewpoint, BlueBeam).

- Comprehensive knowledge of materials, design and building methods, and the tools involved in the construction of complex structures.
- Ability to review, understand, and explain precision technical plans, blueprints, drawings, and models.
- Basic math skills.
- Knowledge of safety practices and all OSHA rules and regulations.

**Preferred Qualifications:**

- Bachelor's degree in construction management, engineering, or a related field.
- Five or more years of construction project experience.
- Experience in a construction management position including management of staff, customer, and subcontractor relationships, development of budgets and operational processes, and participation in strategic planning.
- Past experience leading teams (e.g., delegating work, providing performance feedback, taking disciplinary action, etc.).

**Physical Demands and Work Environment:**

- Must be able to sit, twist, stoop, bend, squat, kneel, crawl, climb ladders, climb stairs, walk on uneven ground, see colors, have depth perception to avoid hazards, hear well enough to recognize the sound of horns on moving equipment, and have good finger manipulation. There is frequent lifting of 25 pounds and maximum single person lifting of 50 pounds.
- Must be able to act competently and safely and ensure continuous safety and productivity of others on job sites.
- May be exposed to loud noises, extreme heat and cold (weather and non-weather related), dust, and hazardous materials.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Supervisory Responsibilities:**

- **Reports to:** Operations Manager - Wyoming
- **Direct Reports:** This position directs the work of Assistant Project Managers and Project Coordinators (if assigned to the project) and assists the Construction Manager and/or Superintendent with the direction and management of all construction site personnel.

**On Site Management, Inc. is an Equal Opportunity Employer**