

**Summary Description:**

On Site Management, Inc. is seeking an experienced and qualified Project Manager to join our team in the Jackson office. This position is under the direction of the Operations Manager and will be responsible for successfully completing projects from pre-construction through close-out. The ideal candidate for this position needs to be highly organized, accurate, and possess excellent communication and problem-solving skills. OSM provides a casual work environment with very competitive wages and excellent benefits, including snacks and a never-empty kegerator. We pride ourselves on working as a team to accomplish one goal; building peace of mind for our clients.

**Essential Duties and Responsibilities:**

- Preparing and submitting budget estimates and cost tracking reports
- Planning, scheduling, and coordinating construction project activities to meet deadlines
- Reviewing project plans and explaining details and terms to clients, subcontractors, and others, as needed
- Inspecting project tasks to monitor compliance with government codes and regulations as well as OSM policies and client stipulations
- Working closely with the Site Supervisor to organize production activities and confirm ongoing alignment of the project budget with schedule
- Preparing or directing the preparation of invoices and change orders
- Addressing complaints promptly and ensuring resolution
- Supporting estimating staff in the preparation and negotiation of contracts
- Assisting in the preparation of materials lists and coordinating purchasing and delivery of materials
- Applying for and obtaining all necessary permits or licenses
- Evaluating construction methods, determining the cost-effectiveness of plans, and making recommendations to improve time or cost to complete

**Preferred Qualifications:**

- Degree in Construction Management or related field
- 3+ years of experience in a construction Project Management position
- Practical knowledge related to working on construction job sites (safety protocol, worker roles and responsibilities, resource utilization)
- 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
- Experience with Vista by Viewpoint or other construction-specific software, and Bluebeam
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to build positive and collaborative working relationships with all OSM employees and OSM business partners

**Physical Demands and Work Environment:**

- This job primarily operates in a professional office environment and must be able to operate standard office equipment.
- Must be able to 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 constant lifting of 10 pounds, periodic lifting of 25 pounds, and maximum single person lifting of 50 pounds.
- On project sites, the incumbent must be able to act competently and safely and ensure continuous safety and productivity of others on site.
- On project sites, may be exposed to loud noises, extreme heat and cold (both 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 essential functions.*

**Benefits:**

- Paid Health Insurance
- Dental/Vision/Accident Insurance
- Paid Life/Long Term Disability
- Company HSA Contribution
- Flexible Spending Account
- Matching 401(k)
- Bonuses
- Paid Time Off/Holiday Pay
- Tool Allowance
- Advancement Opportunities

A background and credit check will be required for all potential candidates.

OSM has been a leader in the construction industry for more than 30 years. Our passion is building challenging projects with a spirit of collaboration and creativity. We are second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

The core values of OSM as a company are:

- Accountable
- Excellent
- Committed
- United
- Tenacious

These core values are expected and valued by all employees.

For more information about our company and projects, please visit our website,  
[www.onsitemanagement.com](http://www.onsitemanagement.com).

Interested applicants should submit their cover letter and resume to:  
[osmwyoming@onsitemanagement.com](mailto:osmwyoming@onsitemanagement.com).

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