



Job Title: Project Manager
Department: Operations
FLSA Status: Exempt
Reports To: Vice President – Indianapolis
Effective Date: 01/12/2023

Job Summary:

The Project Manager in our Indianapolis office will manage the overall delivery of the project working directly with the client, subcontractors and superintendent. Responsibilities include cost control, estimating, value engineering, systems analysis, quality control, project coordination, safety, expediting, purchasing and scheduling.

Supervisory Responsibilities:

- Oversee Project Engineers and Superintendents and all project team members

Duties/Responsibilities:

- In conjunction with the Project Superintendent, lead, direct, and coordinate the day-to-day management and construction activities of assigned project(s)
- Responsible for the overall safety, direction, completion, and financial outcome of construction projects from initial budget through project closeout
- Forecast and analyze construction costs, exposures, and profits until project is completed
- Prepare project schedule and continually review to ensure the project schedule is adhered to or modified as necessary
- Manage subcontracting issues
- Ensure all subcontracts and purchase orders are drafted in a timely fashion
- Negotiate and price all Owner and subcontractor change orders, then execute in a timely fashion
- Conduct project meetings and develop and distribute minutes in a timely manner
- Make commitments to the client, architect, and subcontractors as appropriate to the successful completion of the project in conformity with company policy and management direction
- Correspond, update, and maintain a good business relationship with the Owner, architect and team members
- Ensure customer satisfaction by identifying and exceeding client needs
- Provide advice, guidance, leadership and direction to all company members assigned to projects
- Responsible for continuously expanding and updating professional knowledge and honing skills and competencies to enhance individual innovation and productivity
- Other duties as assigned by Company Management

Required Skills/Abilities

- Proven project management experience in the construction industry with a general contractor, construction management or design-build firm



Education and Experience:

- BA/BS degree in construction or related field
- Approximately 5+ years of experience in the construction industry
- Experience managing both large and small projects ranging from \$50,000 to \$20+ million
- Viewpoint Construction Software and Procore Software knowledge preferred, but not required

Physical Requirements:

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. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders, and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires the use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee may occasionally lift and/or move up to 50 pounds.

Company EEO Statement: Garmong Construction Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We offer competitive wages and benefits, including medical, dental, vision, life insurance, long term disability, paid time off, 401k with company match, and much more.

SUBMIT RESUMES to the HR Department at hr@garmong.net. Include Project Manager – Indianapolis in the subject line.



Founded in 1923, and guided by 4th generation leadership, Garmong specializes in the construction management and design-build delivery systems for both public and private sector clients. With offices in Indianapolis, Terre Haute, and Evansville Indiana, Garmong is one of Indiana's premier, negotiated-work, fast-track, commercial-industrial contractors.

Garmong has twice, in the past four years, been recognized as one of the fastest growing private companies in the Indianapolis area by the Indianapolis Business Journal and has been a General Contractor of the Year nominee for four consecutive years through the Indiana Subcontractors Association. Additionally, over the past decade, Indiana University has recognized a Garmong company on four separate occasions with the Kelley School of Business Top 100 Growth Award, Garmong was presented with the 2008 Governor's Half Century Award for longevity and community service and was recognized as a finalist in the Indiana Companies to Watch program presented by the Indiana Economic Development Corporation, its Small Business Development Centers and Purdue University. For all other things Garmong, please check out our website: www.garmong.net