

Project Manager

ACIA is seeking an experienced construction project manager with strong communication and organizational skills.

The position involves the management of one construction project but may include other assigned activities.

The position may not be continued past the final completion of the project.

The project's construction duration is presently estimated at ELEVEN months.

The project manager will be employed approximately ONE month prior to the commencement of construction.

A minimum of SEVEN years experience as a foreman, superintendent or project manager is a base requirement.

The position reports directly to the ACIA Director of Projects.

Position Responsibilities:

1. conduct the project pre-construction conference and generate/distribute the conference minutes;
2. monitor daily construction progress, recording contractor(s) manning levels;
3. prepare and maintain daily construction activity reports;
4. conduct job progress meetings (minutes are in A/E scope);
5. coordinate interactions of general contractor, architect, municipal engineer, independent testing agency, and local division of construction;
6. assist ACIA Director of Projects and the architect with the review of applications for payment and change order request via direct input of field progress information;
7. assist ACIA Director of Projects and the architect with project "close out" tasks;
8. monitor the execution of general contractor's building commission activities;

9. assist ACIA Director of Projects with the facilitation of the Project Labor Agreement;

10. assist ACIA Director of Projects with reporting to designated representatives of the municipality.

Salary is negotiable within the range of \$50,000 to \$70,000 based on experience. Benefits package available.

Respond by email only with resume and references to: acia@aclink.org

RESPONSE DEADLINE = 4:00 pm THURSDAY, 03/4/10

NO PHONE CALLS WILL BE ACCEPTED!

Project Manager

Local Government Agency is seeking an experienced construction manager with strong communication and organizational skills. A minimum of 7 years of foreman, superintendant, or project manager experience is required. Note – The position is being advertised relative to one construction project and may not be extended past the final completion of that project. Complete details are available @ www.atlanticcountyimprovementauthority.org

Response deadline – 4:00 pm, Thursday, 3/4/10

NO PHONE CALL ACCEPTED