



1100 East 34th Street
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Position Title: Project Manager (General Construction)
Reports To: President/COO

Position Summary

Successfully plan and oversee implementation of a specific project or a wide range of different construction projects from beginning to end with little to no oversight. Balance the budget, keep track of supplies, collaborate with subcontractors, and ensure all federal, state, county, city regulations are met, and permits acquired. Handle both administrative and hands-on work. Close out and deliver project to owner timely, in the most cost-efficient manner. Make profit for Alpha General Contracting.

PRIMARY RESPONSIBILITIES

Follow standard Alpha General Contracting company policies and procedures to accomplish the following:

Pre-Construction:

- Provide project leadership
- Assist with client & design team management/relationship development
- Develop, manage & coordinate construction schedule
- Assist in project strategy & implementation
- Coordinate with engineering services and other internal departments, resource coordination
- Negotiate with external vendors on contract agreements
- Develop Project Implementation Plans required by the client and the Company including construction operations plans, Activity Hazard Analysis, Risk Management Plans, Safety Plan, etc.
- Negotiate and hire subcontractors and work with engineers and architects as needed
- Keep track of an inventory of equipment and materials.
- Obtain appropriate permits and licenses from authorities for construction sites

During Construction:

- Oversee construction project(s) from beginning to end
- Manage master budget and project budget
- Determine the necessary equipment, materials, and manpower needed
- Keep track of inventory, tools, and equipment
- Ensure supplies and equipment are ordered and delivered according to schedule
- Oversee **STRICT** implementation of all applicable safety protocols
- Prepare reports regarding job status and resolve any problems that may arise
- Continuously evaluate risks involved in implementation of every aspect of the job
- Collaborate with subcontractors, engineers, architects and key team members of the project team
- Ensure all deadlines are met

- Hire subcontractors and staff including construction laborers
- Delegate responsibilities
- Allocate and manage resources to ensure that they are available when they are needed throughout the construction projects
- Keep all stakeholders aware of the progress on projects and prepare progress reports regularly
- Ensure timely submittals and billing
- Handle any environmental or local community issues that may come up during a project
- Conduct site checks to monitor progress and quality standards

Post Construction:

- Collate and timely deliver all necessary close-out documentation to client
- Ensure timely commissioning and end-user training
- Ensure smooth and cost-efficient demobilization

DEPARTMENT RESPONSIBILITY

- Mentoring
- Implement and maintain company's processes/procedures
- Implements training programs for associates to ensure their growth and conformance to company's procedures
- Communicates regularly with direct reports regarding expectations, goals and performance, including semi - annual performance reviews and regular feedback through the year

COMPETENCIES (LEADER)

- Coaching: Engaging an individual in developing and committing to an action plan that targets specific behaviors, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities.
- Facilitating Change: Encouraging others to implement better approaches to address problems and opportunities; leading the implementation and acceptance of change within the workplace.
- Building Talent: Planning and supporting the development of individuals' knowledge, skills, and abilities so that they can fulfill current or future job responsibilities more effectively.
- Delegation and Empowerment: Identifying and leveraging opportunities to accelerate results and build capability by assigning tasks and decision-making responsibilities to individuals or teams with clear boundaries, expectations, support, and follow-up.
- Client Focus: Ensures that the client perspective is a driving force behind business decisions and activities; crafts and implements service practices that meet client and Alpha Energy and Electric, Inc's. needs.
- Planning and Organizing: Identifies goals to be achieved and formulates strategies to achieve them.
- Emotional Intelligence Essentials: Establishes and sustains trusting relationships by accurately perceiving and interpreting own and others' emotions and behavior;



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recognizes, understands, and manages own emotions.

- Influencing: Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.
- Creating a Culture of Trust: Fostering a work environment that encourages people to act with integrity and treat each other and their ideas with respect; creating and protecting a high-trust environment by setting an example, advocating for others in the face of challenges; removing barriers to trust, and rewarding others for demonstrating behaviors that cultivate trust.

MINIMUM QUALIFICATIONS (minimum requirements *before* going into job)

- Bachelor's Degree in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- PMP or an equivalent certification would be considered an asset
- Proficiency in project management software programs, including Procore, Primavera, Microsoft Projects and any other company standard software appropriate for the position.
- Demonstrated ability to manage/master the overall primary responsibilities of a GC Project Manager
- Proven track record of proactive approach to issues/management.
- Track record of establishing, maintaining and managing budgets for construction projects.
- Demonstrated success in working effectively with trade partner market and A/E teams.
- Demonstrated understanding of managing task orders under a MATOC/IDIQ
- Demonstrated ability to delegate, mentor, and lead associates.
- Excellent knowledge of construction materials and equipment
- Highly organized
- Excellent knowledge of relevant rules and regulations as well as quality standards and human resources
- Conflict resolution and conflict management experience
- Able to multitask with a strong understanding of core manager duties
- Excellent communication skills and interpersonal abilities, including negotiation skills

WORKING CONDITIONS

The position requires work in a construction environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. The job description is subject to change at any time. Alpha Energy and Electric, Inc. is an Equal Opportunity Employer.