



PROJECT MANAGER

Minimum Years Experience: 5-10
Job Type: Full-Time
Required Education: BS, Construction Engineering Management

Position Description:

Multiple project responsibilities supervising and coordinating projects to complete the work on time, within budget, and to the quality specified. Serve as a representative of the Owner-Architect-LCG Pence Construction team on CM/CG contracts ranging from \$500,000. to \$40,000,000. in construction cost.

Duties and Responsibilities:

- Oversee total construction effort to ensure project is constructed in accordance with design, budget and schedule;
- Interface with client representatives, A/E representatives, subcontractors, and permitting agencies;
- Plan, coordinate and/or supervise activities of personnel on assigned project(s);
- Authorize/approve all project transactions, purchasing, change requests, etc.;
- Ensure that all company, client, and project policies, procedures and standards are maintained;
- Maintain project log and documentation files;
- Assist with safety program initiatives;
- Direct planning, scheduling, and engineering functions as required;
- Perform additional, assignments per supervisor's directions.

Qualifications:

This position requires a four-year college degree in Construction Engineering Management. (*Equivalent education and/or experience may be considered in lieu of a CEM degree.*) Other qualifications include:

- Extensive knowledge of construction cost, scheduling, estimating, and engineering principals and techniques, as well as construction accounting principals;
- Knowledge of various construction methods and materials, their characteristics, installation procedures and tolerance;
- Strong computer skills and familiarity with Microsoft office programs;
- Strong oral & written communications skills;
- Knowledge of Primavera scheduling and Expedition Project Management software is desirable;
- LEED™ accreditation and experience desirable.

Please e-mail resume with cover letter stating salary requirements to: employment@lcpence.com
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PROJECT ENGINEER

Minimum Years Experience: 2-5
Job Type: Full-Time
Education: BS Construction Engineering Management

Position Description:

Reports to the Project Manager with the responsibility to obtain, evaluate, coordinate and distribute the information and authorizations needed to construct projects on time, within budget, and to the quality specified.

Duties and Responsibilities:

- Review all drawings and specifications and ensure they properly relate to the estimate;
- Obtain information and approvals required from the owner, architect, and engineers for the timely processing of drawings and documentation;
- Prepare contract item list;
- Maintain document control procedures and logs;
- Manage project closeout; secure all guarantees and warranties required for final acceptance;
- Perform other duties as assigned.

Qualifications:

BS Construction Engineering Management and a minimum of two years of relevant experience. (*Equivalent education and/or experience may be considered in lieu of a CEM degree.*) Other qualifications include:

- Knowledge of estimating, construction costs, scheduling, purchasing, and engineering principals and techniques, of all general contract and subcontract documents, drawings and specifications;
- A basic understanding of accounting and cost control procedures;
- Strong computer skills and a familiarity with Microsoft office suite of programs;
- Strong oral & written communications skills;
- Knowledge of Primavera Scheduling and Expedition Project Management software desirable;
- LEED™ accreditation and experience desirable.

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SUPERINTENDENT

Minimum Years Experience: 5
Job Type: Full-Time

Position Description:

Supervises field construction of projects ranging from \$500,000. to \$100,000,000. in construction cost.

Duties and Responsibilities:

- Project planning and scheduling;
- Direct all on-site activities;
- Submittal review;
- Coordinate all Owner, Architect and Contractor information;
- Oversee and direct all self-performed work;
- Oversee and direct all subcontracted work;
- Oversee project-wide safety program;
- Oversee site quality control program;
- Coordinate inspection activities with permit agencies and special inspection requirements.

Qualifications:

- Knowledge of building construction, means and methods, scheduling and cost control procedures, general contract, general conditions, subcontract documents, drawings and specifications.
- Computer skills and a familiarity with Microsoft office suite programs;
- Knowledge of Primavera scheduling and Expedition Project Management software desirable;
- Strong management, leadership and interpersonal skills with the ability to communicate well both verbally and in writing;
- Knowledge of accounting and cost control procedures;
- LEED™ accreditation and experience desirable.

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