



2602 Newton Street Ste C
Jasper, IN 47546
www.stengroup.com

Job Description

Job Title: Owners Representative/Construction Project Manager

Specialty: Construction

Location: Various locations in Southwestern Indiana

Type: Full Time

Seeking an experienced **Owners Representative/Construction Project Manager** with experience managing institutional construction projects, preferably public-school projects. This individual will provide input during the early design stages of the Project and follow through with continuous on-site management and close-out of the Project. This position will report to job sites in and near Knox, Daviess, Gibson, and Posey counties in Indiana with occasional travel to The Stenftenagel Group Main Office in Jasper, Indiana.

Roles and Responsibilities as listed but not limited to the following:

- Review of plans and specifications (Construction Documents) for the purpose of making recommendations and corrections tailored to the project.
- Conduct constructability reviews on projects in design phases.
- Prepare and assemble accurate budget estimates and project milestone schedules.
- Develop project specific goals, schedules, budgets, and detailed assumptions.
- Supervise the performance of all construction activities for compliance with the Contract Documents.
- Ensure that procedures and materials comply with plans, specs, and approved submittals.
- Closely monitor schedules and budgets.
- Facilitate project pre-award and pre-construction meetings with internal staff and key stakeholders to ensure responsibilities are communicated and understood by all.
- Prepare meeting agenda, develop and issue accurate meeting minutes.
- Chair and conduct progress meetings, pre-installation meetings, close-out meetings, etc.
- Prepare and distribute project communications, reports and directives to clients, team members and contractors.
- Conduct technical reviews of the work in progress.
- Assist the A/E with the development of proposal requests and change orders.
- Evaluate and process payment applications, RFIs and submittals.
- Prepare detailed punch lists and monitor completion of punch lists.
- Secure and review all required project close out documents.
- Secure Certifications of Occupancy.
- Ensure that the scope of the project, outside forces affecting the project and any project deliverables are fully understood.
- Review Owner-Contractor Agreements.
- Conduct weekly meetings with Owner to review project progress and any other concerns of the Owner.



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- Conduct and coordinate walk-throughs with building authorities and follow-up with all required documentation and permits.

Job Qualifications:

- Bachelor's degree from an accredited school in construction management or other technical and/or related field, preferred but not required.
- Minimum of 7 years of experience working for a General Contractor in the role as Project Manager or Field Superintendent.
- Experience in commercial public school construction projects.
- Knowledge of project management software such as Microsoft Project, Primavera etc.
- Previous successful project management experience with projects ranging from 2 million dollars through 20 million dollars.
- Excellent written and oral communication skills, and an ability to communicate well at all organizational levels.
- Ability to utilize AutoCAD and various Adobe Design products.
- Thorough understanding and knowledge of CSI (Construction Specification Institute) format and project specifications. CSI certifications preferred.
- Thorough knowledge of general construction, mechanical, plumbing, HVAC, electrical, civil/site and technology systems.
- High level analytical skills and problem solving capabilities and the ability to effectively manage several projects.
- Ability to quickly identify errors and omissions and review those effectively with the responsible personnel.
- Ability to climb ladders and scaffolding.
- Must have a demonstrated ability to identify and resolve constructability issues that may compromise the project schedule.
- Ability to look ahead for the purpose of scheduling and resolving potential problems.
- Proficient in Microsoft Office Suite, Google Suite, Adobe Acrobat Pro
- Valid Driver's License and clear Motor Vehicle Report.
- Clear criminal background history.

Competitive Package:

- Base Salary
- 401k
- Employee Health Insurance
- Company Vehicle & Phone

Please apply via LinkedIn or by emailing cover letter and resume to info@stengroup.com.