



Serving clients throughout the Mid-Atlantic region and beyond, Warfel Construction Company is widely regarded among the industry for its efforts in sustainable building practices, ethical standards, and providing innovative construction solutions. Warfel's mission is to develop Clients for Life® by striving to understand the goals of our clients intimately, promoting collaborative teamwork, and delivering projects in an efficient manner. Offering a full-spectrum of construction solutions, Warfel services include preconstruction planning, general construction, construction management, design-build, facility maintenance and real estate development.

Warfel Construction Company is currently searching for a **Project Manager** to join our team based in East Petersburg, PA. Primary goals for a Project Manager (PM) will focus on providing ongoing customer satisfaction, assuring repeat business and keeping the project on schedule & on budget. Meeting those primary goals will be accomplished by building a good project team internally and externally. Scheduling and purchasing with input from internal resources (superintendents and estimating) are critical in getting the project started properly. Recordkeeping, correspondence, and communication throughout the project hierarchy is the responsibility of the PM, whether delegated or performed directly.

Job responsibilities include, but are not limited to, the following:

- Interacts with the estimating department to follow the development of costs and to assist in brainstorming. Also ensures a good mix of vendors have been invited to bid projects.
- Begins a schedule and initiates an internal job start up meeting with project manager, superintendent and estimator. This meeting will discuss scheduling, purchasing, and assign responsibilities for typical job start-up items (i.e. building permit, insurance certificates, job trailer etc.)
- Prepares regular cost projection updates and submits internally monthly. Provides required documentation with cost projections and cost analysis.
- Excels at cost management and implements cost efficiencies where possible. Creates and tracks labor analysis for project, as applicable.
- Communicates with Client and design team in a timely, efficient manner to promote Clients for Life mission.
- Establish a job detailed and job specific schedule.
- Assemble & authorize the purchase of subcontracts and materials. Manages subcontractor default issues if they arise and documents / maintains records for process.
- Ensures document management is performed accurately and that all parties receive current project documents to utilize for construction.
- Use diligence in the change order process and keeps accurate and current records of change order requests.
- Process paperwork promptly.
- Produce accurate and on-time billing.
- Work with Project Engineers to assist in project management.



- Attend job site meetings as necessary to verse progress of project and ensure smooth communications with owners, architect, superintendent, subcontractors, etc.
- Utilize software to track and update projects.
- Perform problem solving in all areas of the project.
- May manage multiple projects at a time.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Engineering, Architecture, or Construction Management with a strong emphasis on management
- 2 – 4 years general experience; 4 – 6 years management experience
- Experienced with construction projects ranging from \$250k to \$5M in size
- Proven experience leading diverse and multi-functional teams
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking
- Experience managing budgets for complex construction projects.

Competitive pay and benefits offered. Warfel Construction Company is an equal opportunity employer.