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| Job Title: | Construction Project ManagerConstruction Superintendent | Travel Required: | Extensive- More than 6 months per year |
| Department/Group: | Operations Construction Division | Position Type: | On Call |
| Level/Salary Range: | Dependent on Experience | Reports to: | Senior Construction Manager |
| Job Description |
| **Job Purpose:**Manage all aspects of a single large project or multiple smaller projects. This position is responsible for functioning as the NRS primary point of contact for communication and management on a project. The Construction Project Manager/Superintendent is responsible for the implementation and execution of the NRS SOP in all project related activities. **Responsibilities*** Understand and enforce the safety policies of NorthStar Recovery Group Services and its associated companies at all times.
* Monitor the safety performance of all projects assigned to the individual Project Managers.
* Safely manage all aspects of a project or projects. The size of a project will range from a small scale, short duration project to a large scale or regional catastrophe (CAT). The number of assigned projects may range from 1 to 20 projects.
* Manage all required project documentation as per NRS Operational SOP.
* Management of Expectations for all key stakeholders involved with the project(s). This includes, but not limited to, clients, vendors, subcontractors and inter-company Managers.
* Maintain full situational awareness on all assigned projects and demonstrate the ability to clearly communicate the current status of those projects.
* Communicate clearly and with confidence both orally and in writing.
* Responsible for acting as the first approval on all required project administrative documents.
* Assist in the resolution of customer complaints by actively investigating problems, developing solutions, documenting issues and making recommendations to NRS Management.
* Initiate professional reviews via self-evaluation forms at appropriate time intervals.
* Initiate professional growth by scheduling and attending career specific continuing education (annually).

Skills/Qualifications:* Must be a demonstrated Self Starter.
* No less than three (3) years of “hands on” field experience or educational equivalent in the Construction Management field.
* Must be able to demonstrate a working knowledge of all Microsoft Applications to include:
	+ Microsoft Word
	+ Microsoft Excel
* Must be able to lift up to 50 lbs. utilizing proper lifting techniques and with appropriate Personal Protective Equipment (PPE)
* Must be able to stand for extended periods of time in appropriate PPE
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