

Company Name

Street Address
Your City, ST ZIP

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YOUR PLACE IN THE COMPANY: **Projects Manager**

YOUR LEADER: VP-Production

WHO YOU LEAD, TEACH AND SUPPORT: Site Supervisors

HOW YOU HELP THE COMPANY SUCCEED: Complete the construction work on all projects, on budget, on time, safely.

MAIN RESULTS EXPECTED FROM YOU:

- Manage master production schedule for all company projects.
- Understand and enforce budgetary controls on all jobs.
- Assign, train and mentor all site supervisors.
- Maintain, inform and enforce company safety policies.

MAIN WORK YOU DO:

- Visit each current project at least once per week, and document visit.
- Check budget-to-actual reports for each project at least weekly to confirm that project is on budget.
- Confirm that all projects are being constructed per the most current specifications.
- Mediate any conflicts between subcontractors and between subcontractors and site supervisors.
- Mediate any conflicts between code enforcement personnel and site supervisors, as necessary.
- Require and enforce that each site supervisor file a Daily Progress Report each day on which there is activity on the project.
- Monitor safety regulation compliance for all subcontractors when on the project site.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.