

## **Project Manager Position**

John Burns Construction is a family-owned, privately-held corporation that began in Orland Park, Illinois in 1906. Today the company operates as a multi divisional construction organization, offering services in general contracting, telecommunications and outside electrical services.

John Burns Construction maintains its company headquarters in Orland Park, IL, and supports offices in Chicago & Dallas.

Our business philosophy is dedicated to strong customer relationships that generate repeat business. We have built a reputation for being a solid and progressive company that is trustworthy, responsible, and a leader in our industry and in the communities in which we live and work.

### **Position Description**

#### **Leads People**

- Mentor and manage team members, time management, and developing client relationships on a single project
- Foster strong teamwork orientation and be a resource for valuing and promoting diversity
- Provide leadership in developing the safety culture on the project site
- Implement and/or establish project objectives and procedures
- Analyze and resolve work problems
- Build strong relationships and influence others internally and externally at all levels of the organization and resolve conflict
- Directly supervise assistant project manager, project engineer(s), and support staff

#### **Business Results**

- Direct contract administration, procurement, scheduling and costing, supervise project, staff oversight and mentoring, risk management, and quality control
- Provide direction to the project team to complete the projects safe and on time
- Oversee adherence to the detailed project schedule
- Deliver a profitable project in accordance to financial standards
- Collaborate with construction team on preconstruction tasks and project schedule

#### **Team Member**

- Develop leaders through career sponsorship and provide the right responsibilities and work assignments to cultivate growth and development.
- Support and encourage team member career learning and development
- Coach and mentor the project teams
- Seek self development through feedback, new knowledge and opportunities for personal growth and development

#### **Customer Service**

- Develop new business opportunities relative to a particular customer
- Responsible for customer management with current project customer
- Portray a positive attitude and demonstrate professional customer service skills
- Create and foster a project team culture of superior service to the customer
- Work as part of a team in the development of proposals and project estimates

- Ensure teams have the resources and support to provide superior service

### **Estimating**

- Assist in the development of initial sales, client proposals, and project estimates
- Achieve consistent outstanding results
- Manage site work and logistics efficiently and look for ways to improve
- Develop strategies to address underutilization and/or inclusiveness across the project

## **Qualifications**

### **Basic**

- Open to change based on diverse input and feedback
- Adapt communication style to the speaker and possess a high degree of active listening skills
- Demonstrate emotional intelligence; being aware of the emotions of self and others
- Strong leadership, communication, problem solving, initiative, and teamwork skills
- Strong teamwork orientation
- Detail oriented

### **Essential**

- Four year college degree in one of the following: Engineering or Construction Management.
- 8 years previous experience in general contracting.
- Experience running at least one 5 million dollar project
- Computer skills in Microsoft Office, Primavera Scheduling Software