

Earthwork & Utilities Project Manager

Job Description

Archer Construction Inc. is a Kent, WA earthwork & utility contractor, performing site grading and utility installation. We are seeking qualified, experienced applicants for an Earthwork & Utilities Project Manager position.

Job Type: Full-time

Salary: Salary / DOE

Responsibilities include:

- Communicate with clients about project, goals, milestones, schedules, scope, etc.
- Manage & communicate project costs & schedules for commercial and public works projects to project team and upper management.
- Multitask and manage multiple projects of varying sizes.
- Able to develop and maintain positive relationships with current and new clients, subcontractors, and vendors.
- Able to assess and mitigate project risk.

Minimum Qualifications:

- 3 years' experience as a project manager in commercial & public work projects.
- Have reliable transportation to and from job sites and willingness to travel to Snohomish, King, and Pierce County.
- Strong communication, customer service, and writing skills.
- Proficient in providing a takeoff of earthwork & utilities and pricing work.
- Have knowledge of reviewing project documents & local jurisdictional construction standards.
- Proficient with HCSS Heavy Bid, Microsoft Outlook, Project, Word, Excel.

Preferred Qualifications:

- Degree in Construction Management and/or in related field
- Knowledge of Agtek
- Knowledge of NFPA 24 Standard for Installation of Private Fire Service Mains
- Bluebeam Revu

