



## Project Manager

If you are looking to join a dynamic organization that values its people, offers competitive compensation packages, and provides you an opportunity to be excellent every day, then we want you to apply for the following career opportunities:

### **Job Summary**

Overall management of construction projects ranging from small short-term projects to multi-year large commercial projects in any one of the exciting construction markets we serve. Duties include procurement, subcontract management, labor and material management, cost management, scheduling, and communication with stakeholders (owners and internal teams). Some travel required; between office and construction sites.

### **Essential Functions**

- Management of each project in accordance with contract documents, owner / contractor site requirements and the project schedule.
- Handle various stages of each assigned project, from pre-construction to closeout. maintain oversight of project planning, buyout, cost control, change order processing, subcontractor coordination, quality and project schedule.
- Initiate and manage submittal process.
- Conduct and attend project meetings with Owners, Architects, Sub-Contractors, and Jobsite Field Forces.
- Communicate with all stakeholders associated with the project to keep all informed of the project status.
- Understand and enforce contract requirements and project constraints.
- Estimate, Compile, and Manage Change Order Process with Self performed work and Sub-Contractor work forces.
- Initiate periodic Profit \ Loss statements and budget analysis and communicate with Accounting Dept.
- Problem solving to keep projects moving.
- Project scheduling using Microsoft Project and \ or Primavera P6. Expedite material packages and Subcontractor work to meet deadlines.

- Manage contract Closeout process including compilation of as-built drawings, O\M Manuals, Commissioning participation, etc.

**Qualifications**

- Minimum of high school diploma. Experience in the construction industry and/or Vocational/college diploma is desirable.
- Blueprint reading, CAD drafting skills, Blue beam, and or experience in reviews of construction documents is a plus.
- Knowledge of safety regulations, OSHA 10-hour or 30 -hour is a plus.
- Computer skills are required.
- Experience and skill with Timberline estimating and\ or Project Management, Microsoft Project Scheduling, P6 Primavera, Adobe Acrobat and other systems is helpful.

The position is located in Elmira, New York during normal business hours, Monday through Friday.

**About Streeter Associates**

Streeter Associates is a regional commercial construction company. We are focused on excellence, quality, and industry advancements. Our employees and customers have been paramount to our success for over 70 years. We are committed to provide career and learning opportunities to all employees. Our team members provide a wide range of professional experience, we are energetic, creative and committed to excellence. We pursue and perform work in the following construction Markets:

- |                              |   |
|------------------------------|---|
| • K-12 Schools               | • Financial Institutions                |
| • Colleges & Universities    | • Energy & Infrastructure facilities    |
| • Medical facilities         | • Athletic Complexes                    |
| • Manufacturing Facilities   | • Commercial and Retail Space           |
| • Corporate Office Buildings | • Water and Sewer Treatment facilities. |
| • Museums                    | • Etc.                                  |

**Apply:**

Please reference Project Manager position, and email your cover letter and resume to [Streeter@streeterassocaites.com](mailto:Streeter@streeterassocaites.com). Alternatively, you may mail to:

**Streeter Associates, Inc.**  
**PO Box 118**  
**Elmira, NY 14902**

**EEO Statement:**

Streeter Associates is an Equal Opportunity Employer and prohibits discrimination of any kind during the hiring process, including but not limited to discrimination on the basis of race, color, sex, disability, protected Veteran status, nationality, religion, age, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.