

## **About Centdoor**

Centdoor is a world class engineering solutions provider. We lead in addressing energy, telecommunications and infrastructure needs, through innovation and excellence. We are a responsible corporate citizen, living by our values. We respect, motivate and reward our people for achievement and innovation. Additionally, we strive to ensure a fair return to our shareholders.

As a strategic initiative, Centdoor focuses on the provision of wireless construction services throughout the United States.

## **General Position Summary**

Centdoor has an exciting opportunity for an experienced Construction Manager to join its team. The Project Director's responsibilities include delivering every project on time within budget and scope under the direction of the Chief Operating Officer, as we embark on our mission of creating a world class brand, with a reputation for keeping our promise.

## **Essential Job Functions**

- Prepare the project plans, schedules and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems.
- Assist estimator in preparation of project budget.
- Prepare the general conditions budget.
- Assist in assembling the jobs site office and equipment requirements.
- Have confidence in own ability to intelligently communicate with design team/client as well as effectively lead the trades.
- Expedite all drawing and approvals.
- Monitor and maintain project construction schedule
- Raise and discuss relevant issues at the job site meetings, Prepare and issue minutes of all site meetings.
- Inform the Consultant/Client of any errors discrepancies or omissions contained within the Consultants design and drawings.
- Monitor site safety and ensure that the requirement of the occupational Health and Safety standards are enforced.
- Ensure Completion of and track all independent testing and inspections as required by Government authorities and to ensure all required civic bodies inspections are performed.
- Issue Monthly progress draws and invoicing to Consultant and client including Final holdbacks.
- Maintain and enforce good construction standards and quality control.
- Maintain Control and responsibility for the security and operation of the Commission directly owned equipment on the job site in conjunction with site staff.
- Control and monitor labour, material and equipment expenses.
- Prepare monthly cost forecasting summaries.

- Ensure that as-built drawings are prepared on an ongoing basis by all trades during the construction period and issue final close-outs to Consultant/Client accordingly.
- Prepare and expedite project deficient lists.
- To prepare and to verify the measurement book for the whole project.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring [technical feasibility](#).
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Manage the relationship with the client and all stakeholders.
- Treat all other duties assigned by the CEO.

#### **Qualifications and Desired Attributes**

- Great educational background, preferably in the fields of computer science or engineering for technical project managers
- Proven working experience as a project administrator in the information technology sector.
- Solid technical background, with understanding or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Strong working knowledge of Microsoft Office.
- PMP / PRINCE II certification is a plus.
- Master's degree or equivalent.
- Excellent communications skills,
- Problem solving skills, analytical skills negotiation skills
- Excellent knowledge of project management (Planning, Organizing, Budgeting, Execution etc.)
- Excellent knowledge of MS office
- A team leader committed to achieve the overall objectives of the project.

Local candidates preferred. No relocation is offered.

Location: Dallas, TX