

Are you seeking a new direction in your career? One where you can leave the monotony behind? Join **Curtis Construction**, where no workday is the same!

We are seeking a **Commercial Roofing Project Manager** to join our winning team. This person would enjoy a balance of working indoors and outdoors, thrive in an environment that has a variety of daily challenges and tasks, and has an interest or passion for the construction industry.

This position is a unique opportunity to show your leadership skills with a well-established commercial roofing company. Since our incorporation in 1960, Curtis Construction Co., Inc. has become one of the largest and most respected commercial and industrial roofing contractors in North Carolina. Our goal is to provide quality roof systems at fair and competitive prices with unparalleled safety, service, and customer satisfaction. The key to this goal is **our employees** and the value we place on investing in each one.

We want to hear about your work experiences, your short-term goals, and your long-term ambitions. Your next opportunity starts at Curtis Construction. Our approach to training will make you feel like a valued member of our family.

The person selected for this role will be highly motivated with a willingness to lead a team to extraordinary results through positive leadership.

Project Manager | Curtis Construction Co., Inc.

Curtis Construction Mission

To develop enduring relationships with our customers, partners, and team who share our values and trust us to safely provide a quality roof system while delivering service and excellence.

About the role

The role of the project manager is to implement company procedures to complete commercial roof replacement and installation projects on time, within the estimated budget, and at the required level of quality, while managing customer expectations to deliver a positive experience.

Responsibilities

- Maintain open, daily communication with field leaders.
- Prepare for upcoming projects by handling project administration tasks, preparing material and equipment orders, and deliveries, along with subcontractor negotiations.
- Plan projects to be completed efficiently.

- Lead crew leaders in accomplishing project goals and outcomes, setting the crew up for success through proactive material, equipment, schedule, and customer management.
- Communicate regularly with customers, consultants, and stakeholders to set expectations and ensure a smooth experience throughout their project.
- Perform an average of 3-5 weekly site visits to check project progress, build relationships with crew and customers, and continue to learn. A “normal” week typically looks like 60% on-site and 40% office work.
- Provide field leaders with the information and training necessary to complete the project.
- Follow and execute safety and quality standards throughout the project.
- Administrative tasks during the course of the project, i.e. pay requests, change orders, subcontracts, etc.
- Develop personal skills related to time management, communication, organization, prioritization, flexibility, leadership, and others.
- Remain flexible to the ever-changing demands of Curtis Construction and assist in other ways as directed by the Curtis Construction Management Team.

Location & commitments

- Full-time
- 40+ Hours/Week
- Eastern NC
- Some weekend or holiday work may be necessary on occasion

Candidate requirements

- Initiative and time management skills- the ability to identify, prioritize, and execute critical tasks without waiting to be instructed on what to do.
- Excellent self-management skills and proven personal accountability
- Goal and results-oriented
- Proactive planner, strong organization skills, and persistent problem solver
- Team player who believes success is not an accident
- Demonstrated ability to be flexible and comfortable with frequent change
- Leadership skills to work with a diverse team toward a common goal
- Eagerness to continually learn and improve
- Great written, verbal communication, and math skills
- Thorough understanding of construction plans and specifications is a plus
- Physical ability to carry loads up to 50 lbs, climb ladders, and work at heights
- Computer savvy, including spreadsheets, email, word processor, Adobe Acrobat, Dataforma, and other programs
- High school diploma or equivalent
- English fluency
- Valid driver’s license