

Construction Project Manager

Hampton University is currently seeking experienced and qualified Construction Project manager for the Hampton University's Physical Plant Department.

Job Duties:

- Determine and define scope of work and deliverables
- Predict resources needed to complete project
- Obtain necessary permits, approvals, and other regulatory prerequisites
- Draft and submit budget based on scope of work and resources requirements
- Manage costs in order to meet budget
- Provide direction over contracts and subcontracts
- Manage construction schedule and activities
- Issue progress updates as needed regarding costs and timelines
- Select and manage subcontractor and supplier relationships
- Coordinate efforts across entire project between architects, designers, engineers, and subcontractors

Qualifications:

- BS Degree in Building Construction, Civil Engineering or Architecture
- Strong leadership and communication skills
- 5-7 years of experience in project management within constructions
- Comfortable reading and understanding blueprints and drawings
- Demonstrated knowledge of construction, engineering, and architecture principles
- Ability to budget, schedule, negotiate, and control costs
- Proficient in Microsoft Office and general computer software
- High degree of familiarity with contract and subcontract document, terms and conditions

Requirements:

- Must be able to work weekends
- Must be able to physically lift 20lbs.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.