



JL Construction Services, LLC  
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## Project Manager

**Primary duty:** Ensure JLCS is as profitable as possible without sacrificing our commitment to our core values. This can be achieved by perfecting and improving on the following activities:

1. Be the voice of your projects in all settings. You must always be aware of what is happening on your jobsites. Have a plan, follow the plan (adjust when necessary), know when to elevate issues to superiors.
2. Understand and participate in all preconstruction meetings both in-house and with clients.
3. Work with superintendent/foreman to develop and manage a plan for completing the project.
4. Gain and develop personal construction experience through on-site experience and/or college education. It is imperative to have a thorough understanding of jobsite processes, sequencing, construction methods, etc.
5. Complete understanding of design drawings and specifications (specifically for our scope of work but also for other trades that affect our work)
6. Review daily logs DAILY and pay attention to Jobsite issues, cleanliness, progress, etc. Question the JLCS superintendent/foreman about anything you see that could be an issue.
7. For JLCS field personnel, review time clock entries in conjunction with daily logs and approve after any issues have been resolved.
8. For sub-contract labor, track hours worked daily in conjunction with daily logs and approve hourly work.
9. Track and submit all T&M Sheets daily.
10. Clearly communicate issues with appropriate urgency and follow up until issue has been resolved.
11. Be aware of the project schedule and schedule our labor and materials in order to meet deadlines.
12. Understand simple construction pricing and be able to quote minor changes. Larger changes should at least be reviewed by the procurement department. (Anything over \$3,000.00)
13. Maintain a positive relationship with everyone you come in contact with. If a relationship starts to turn sour, notify your superiors and continue to be respectful regardless.
14. Work with JLCS superintendent to develop and Manage project budget. Notify superiors of potential issues.
15. Enforce JLCS's quality standards. We shouldn't have any items on the GC or owner punchlist.
16. Enforce project cleanliness.
17. Enforce the JLCS Safety Program. A fresh set of eyes on a job are more likely to notice safety hazards than the guys that are focused on production.

18. Have a general idea how long different tasks should take. Identify when we are taking too long, why and come up with a plan for improvement
19. Attend weekly in-house PM meetings. Report pertinent information as outlined in the PM Meeting documents.
20. Manage equipment rental. There should never be unused equipment on a jobsite. If we are delayed by the GC, send notice that the equipment is sitting idle and charge them for each day it is unused.