



Job Description: Site Manager

Alternative Titles: Construction Manager

Revised: April 2009

Business Unit: Construction

Employee Type: Exempt

Reports To: Project Manager

Purpose: The Site Manager is responsible for the overall administrative and technical direction for a construction project. Also responsible for the comprehensive implementation, coordination, and execution of all construction subcontracts for the construction of a cogeneration facility.

Work Schedule: Varies by location. Must have open availability any time any day of the week.

Essential Skills (*must possess the ability to*)

May include but not limited to:

- Provide leadership to efficiently coordinate several subcontractors at the same time on the same site.
- Oversee total construction effort to ensure projects are constructed in accordance with design, budget and schedule.
- Provide direction to planning and scheduling efforts.
- Plan, coordinate and/or supervise construction activities of all superintendents on assigned projects.
- Interact with customer.
- Authorize/approve project personnel transactions including hiring, transfers, training, wages, etc. through effective management of project superintendents.
- Interface with client representatives, engineering staff, subcontractors to ensure all company, client, and project policies and procedures are adhered to.
- Assist with implementation/interpretation of safety programs.
- Work with in precise limits and standards of accuracy
- Follow oral and written directions
- Work within company policy as outlined in the Lauren Engineers & Constructors Administrative Handbook and in compliment with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules.
- Perform other duties as assigned by the Manager of Estimating and Projects as needed.

Essential Qualifications

- Ten (10) years of formal training and experience in heavy industrial projects such as refineries, petro-chemical complexes, power plants, etc.
- Possess excellent leadership skills and have the ability to effectively manage employees, budgets, and construction schedules.
- Knowledgeable of current construction technology such as Primavera P3 and Expedition.
- Ability to effectively interact with clients, subcontractors, and employees.
- Familiar with construction methods, techniques, and labor requirements and how they apply to industrial construction projects.
- Hands-on Project Superintendent experience
- Ability to work with others to achieve job goals

Physical Requirements

- Stand or walk for long periods of time
- Use arms and hands to reach for, handle or manipulate objects
- Lift and carry materials weighing up to 50 pounds; occasionally lift items weighing more than 50 pounds with assistance
- Climb up and down ladders, scaffolds and other objects while carrying tools and equipment
- Stoop, kneel, crouch and crawl
- See well (naturally or with correction)
- Eye-hand coordination
- Good physical fitness
- Good sense of balance
- Work at great heights

Tool Requirements

- None

Environment: Works out of a main office or out of a field office at the construction site, monitors the all phases of the construction project, may travel extensively when not assigned to a construction site, usually entails temporary residence away from primary residence, deals with delays, the effects of bad weather, or emergencies at the site. Although the work usually is not considered inherently dangerous, must be careful while performing onsite services.

Employee/Candidate Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that, if hired, I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date