**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY:** **Projects Manager**

**YOUR LEADER:** VP-Production

**WHO YOU LEAD, TEACH AND SUPPORT:** Site Supervisors

**HOW YOU HELP THE COMPANY SUCCEED:** Complete the construction work on all projects, on budget, on time, safely.

**MAIN RESULTS EXPECTED FROM YOU:**

* Manage master production schedule for all company projects.
* Understand and enforce budgetary controls on all jobs.
* Assign, train and mentor all site supervisors.
* Maintain, inform and enforce company safety policies.

**MAIN WORK YOU DO:**

* Visit each current project at least once per week, and document visit.
* Check budget-to-actual reports for each project at least weekly to confirm that project is on budget.
* Confirm that all projects are being constructed per the most current specifications.
* Mediate any conflicts between subcontractors and between subcontractors and site supervisors.
* Mediate any conflicts between code enforcement personnel and site supervisors, as necessary.
* Require and enforce that each site supervisor file a Daily Progress Report each day on which there is activity on the project.
* Monitor safety regulation compliance for all subcontractors when on the project site.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.