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Project Director

The Project Director is a management position and reports to the Chief Operating Officer. The Project Director is tasked to oversee all aspects of the project from preconstruction to the final vision, along with balancing the budget, staying on schedule and driving positive culture.

Responsibilities:

- Assist preconstruction with determining duration of the project, general conditions and general requirements, review estimates and pricing, review subcontractor selections, and participate in scope reviews.
- Attend preconstruction meetings, provide insight to design team and preconstruction team on constructability.
- Become point of contact for the owner and the design team from beginning of the project until turnover.
- Drive the overall project schedule and monitor the financials.
- Provide oversight to project team from handoff to punch-out and through all warranty items.
- Oversee jobsite operations and provide insight and support to PM's/APM's and Superintendents.
- Conduct routine review meetings with project staff for project updates including budget, subcontractors, schedule, materials, procurement, submittals, RFI's, etc.
- Involved in the hiring process, annual reviews, and personnel planning.
- Participate in interviews for new project opportunities.
- Champion Client Relationships and work closely with BD to cultivate new relationships.
- Participate and represent the company at community events and conferences.
- Attend Pre-Bid and Pre-Proposal Meetings.
- Aid with project team selections and planning
- Assist with acquiring, determining, and researching potential new projects.
- Mentor and train project engineers, assistant project managers, and project managers and provide timely and constructive feedback.
- Any other duties assigned by management

Required skills and qualifications:

- Bachelor's degree in construction management or related field
- Five to eight years of commercial construction experience.
- Five to seven years of management/leadership experience.
- Outstanding leadership abilities with high regard placed on Integrity.
- Computer skills and exceptional knowledge of Microsoft Office (Excel, Outlook and Word).
- Knowledge / willingness to learn Sage Estimating, OnScreen Takeoff and iSqFt.
- Solid and professional interpersonal and communications skills.
- Ability to negotiate, problem solve and uses a proactive approach to continuous improvement.
- Successful organizational capabilities, dynamic work ethic and highly meticulous.
- Good judgment and a history of prioritizing tasks and initiatives effectively according to business obligations.
- Strong sense of urgency