



## **John Moriarty and Associates of Florida**

**1942 Tyler Street**

**Hollywood, Florida 33020**

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# **Job Descriptions**

We are looking for highly motivated individuals that will excel in our growing company. You must have a commitment to Safety and quality, ability to understand design and meet aggressive schedules. We are looking for construction professionals that display strong management skills and lead by example through their own actions. Most of all, you must possess an overwhelming desire to exceed our client's expectations in every project we deliver.

### **Senior Project Manager**

- Manage multiple projects at various stages of development.
- Coordinate subcontract work in all trades associated with that project.
- Maintain and coordinate project schedules.
- Directly supervise numerous outside resources including architects, engineers, subcontractors, equipment/material vendors, and construction management consultants.
- Establish and communicate deadlines for construction completion.
- Work to maintain open lines of communication between office, field, and client.
- Ensure overall project Safety and Quality.
- Prepare construction budgets for review and approval by upper management.
- Conduct site visits; monitor schedule and approve/resolve deviations in construction methods.

## **Project Manager**

- Coordinate subcontract work in all trades associated with project.
- Maintain and coordinate project schedules.
- Directly supervise numerous outside resources including architects, engineers, subcontractors, equipment/material vendors, and construction management consultants.
- Establish and communicate deadlines for construction completion.
- Work to maintain open lines of communication between office, field, and client.
- Ensure overall project Safety and Quality.
- Prepare construction budgets for review and approval by upper management.

## **Assistant Project Manager/Sr. Project Engineer**

- Assists with subcontract work in all trades associated with project.
- Maintain and coordinate project schedules.
- Directly supervise numerous outside resources including architects, engineers, subcontractors, equipment/material vendors, and construction management consultants.
- Maintain logs associated to cost control and document control.
- Work to maintain open lines of communication between office, field, and client.
- Prefer 4 – 8 years of experience within the construction field.
- Prolog knowledge a must.
- Review and process submittals.
- Create and process RFI's.
- Manage all logs (Permit, City Inspections, Special Inspector, and Meeting Minutes.)
- Assist Project Manager by preparing all necessary back up relating to change order requests.
- Responsible for timely completion of all required project close-out documents per contract.
- Distribute final requirement documentation to subcontractors.
- Distribute contract documents to subcontractors, including drawings, specifications, and general conditions.
- Schedule all required construction meetings with required personnel, subcontractors, architects, and owners.
- Take accurate and complete meeting minutes and distribute timely.
- During Construction Phase, proactively manage project to achieve Safety, quality, schedule, and budget.
- Utilize and maintain tools: schedule and document management to track and record project performance.

## **Project Engineer**

- Assists with subcontract work in all trades associated with project.
- Work directly with numerous outside resources including architects, engineers, subcontractors, equipment/material vendors, and construction management consultants.
- Maintain and review documentation regarding RFI's, drawings, submittals, and other associated logs.
- Work to maintain open lines of communication between office, field, and client.
- Should have minimum 2-4 years of experience within the construction field.
- Prolog knowledge a must.
- Review and process submittals.
- Create and process RFI's.
- Manage all logs (Permit, City Inspections, Special Inspector, and Meeting Minutes.)
- Assist Project Manager by preparing all necessary back up relating to change order requests.
- Responsible for timely completion of all required project close-out documents per contract.
- Distribute final requirement documentation to subcontractors.
- Distribute contract documents to subcontractors, including drawings, specifications, and general conditions.
- Schedule all required construction meetings with required personnel, subcontractors, architects and owners.
- Take accurate and complete meeting minutes and distribute timely.
- During Construction Phase, proactively manage project to achieve Safety, quality, schedule, and budget.
- Utilize and maintain tools: schedule and document management to track and record project performance.

## **Assistant Project Engineer**

- Assists project management team with take-off estimates and other associated tasks.
- Works directly with numerous outside resources including architects, engineers, subcontractors, equipment/material vendors, and construction management consultants.
- Maintain and review documentation regarding RFI's, drawings, submittals, and other associated logs.
- Work to maintain open lines of communication between office, field, and client.
- Should have 1-2 years of experience within the construction field.

## **Field Engineer (Construction Office/Main Office)**

- Understand and be able to work with construction documents such as drawings, specifications, and contract scopes.
- Quantity surveyor / beginning estimators.
- Proficient with On-Screen take off and Excel.
- Great Communication Skills.