



Job Description

Document Code: JCVA-HRD-F02 Effectivity Date: February 1, 2022 Page No.: 1 Revision No.: 0 Dept/Unit: Human Resources

Job Title: Senior Construction Manager	
Division/Department: Operations	
Location: TBD	
Reports to: Jason C. Valderrama	Title: President and CEO
Type of Position:	
<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Project-based
<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual

General Description

The Senior Construction Manager manages the construction coordination of the project from pre to post construction and ensure that these projects are streamlined, and milestones are achieved within time and budget.

Responsibilities

- Study, evaluate and identify all tasks and risks from bidding to project undertaking, implementation and up to the final completion of the project.
- Initiate site activity investigations and assessments.
- Prepare cost estimates, cost analysis and budgets for a project with projected forecasts.
- Evaluate and assess bids and project costs in the light of independent estimates and available data.
- Prepare vendor and subcontracting documents for multiple tasks and projects.
- Evaluate and assess equipment and recommend designs for the project team integrating safety measures.
- Analyze, evaluate, and initiate potential energy conservation measures while executing a project.
- Design, develop and initiate site-specific safety plan including an accident-free safe work environment.
- Lead, direct, assist and support construction teams to ensure deliverable processes on time and within the budget.
- Review, analyze and approve expenditures for ongoing projects on a timely and periodic basis.
- Prepare detailed, accurate timely project reports including work schedules, implementations, deviations, change in subcontractors, customer issues and other related problems.
- Update and document all project schedules including implementation phases in a project and the management aspects.
- Initiate and implement best practices, procedures and standards in compliance with Company's laws.

Qualifications



Job Description

Document Code:	Effectivity Date:	Page No.:	Revision No.:	Dept/Unit:
JCVA-HRD-F02	February 1, 2022	2	0	Human Resources

- Should have substantial experience as senior construction manager
- Should be able to work without supervision
- Self-starter and has the agility and flexibility to work in a fast-paced environment
- BS in Civil Engineering, Architecture or MEPF

Reviewed by: Pam M. Valderrama	Title: Director & CMO
Approved by: Jason C. Valderrama	Title: President & CEO

[Apply Now](#)