



Building Relationships Since 1957.



If You Have the Motivation,  
We Have the Destination.

## Position: Project Manager

J&S Construction® is a fourth generation, family-owned and operated, General Contractor that employs approximately 70 of the finest craftsmen and construction trade professionals in the industry. With annual revenues of approximately \$30M, our diverse portfolio includes new construction and renovation projects for commercial, healthcare, churches, government and industrial facilities. Having completed more than 260,000 square feet of LEED® certified space for private owners and government entities, we are also one of the foremost builders of LEED certified buildings in Tennessee.

Located in Middle Tennessee, J&S Construction is strategically placed to provide services to the Southeast as well as various other states. Having completed projects from Kansas to Florida and Texas to Virginia, J&S Construction is able to perform general contracting services in more than 30 states. The majority of our work is completed within 100 miles of our corporate headquarters, located in Cookeville, Tenn. We are one of the oldest and largest construction companies between Nashville and Knoxville. Our strategic plan is not to be the biggest, but to be the best, and to be large enough to successfully serve all of our clients' needs. We have a repeat client rate of over 75% each year and 99.6% of our clients, at the conclusion of their projects, say they will use J&S Construction on their next project.

We are a very close-knit group of professionals. As a company, we strive to make the excellence in which we work a testament to the faith we freely proclaim. Our ability to stay in business in this one region for so long is a direct result of the quality of our team members and God's providence in our company's success. We are looking for an individual who wants to be a part of the great community we are a part of in Middle Tennessee. With its natural treasures, strong local economy and strategic geographic location, Middle Tennessee is a great place to raise a family, plant roots, and start a career with a company with which you can retire. We are an innovative company that operates on a four, 10-hour day schedule to allow our team members the opportunity to be home with their families every Friday. We are passionate about our work and the level of service that we offer our clients and are looking for a Project Manager who will share that same passion and be committed to the J&S Construction Team. To perform this Project Manager position successfully, an individual must take ownership of his/her project and offer the highest level of service to our clients and partnership with our subcontractors and vendors.

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## Primary Responsibilities

Procure subcontractors, engineers/architects, and vendors to meet the needs of the project and its budget.

- Negotiate contracts, schedule, etc.
- Manage job cost
- Manage all associated documentation with subcontracts, meeting minutes, RFI's (Requests for Information), Submittals, Change Orders, etc.
- Mitigate Risk while allocating resources



Communicate with Clients on their needs and expectations throughout the course of the project to ensure these needs are met.

- Schedule, design intent, material selections, changes, etc.

Review project daily in conjunction with Field Manager to ensure schedule, codes, deliveries, etc. are occurring to control the schedule and maintain budget.

Review drawings and specifications for code accuracy, potential errors and/or omissions, missing scope, etc.

Prepare and review all associated financial reporting tools associated with the project to keep under budget and provide alerts if misses/concerns are noted.

- Includes internal and external expectations
- Any associated cost and schedule changes shall be captured

Prepare Client invoices to ensure cash flow is sufficient for project needs based on analyzing subcontractor invoices, construction progress to date, and future cost impact.

## Job Requirements

- Bachelor's Degree / Construction Experience / Solid Understanding of Industry
- Experience or ability to learn construction specific software (i.e. ProCore, Primavera SureTrak, Viewpoint etc.) to effectively organize and manage the project process
- Ability to read building plans and understand big picture construction processes to drive projects to a successful completion while working with a varied team of client, field manager, project design team, subcontractors and vendors
- Time management skills to ensure budgets are maintained, necessary meetings are scheduled, invoices are processed for payment, open lines of communication are maintained, documentation is provided, etc.
- Ability to diffuse conflict as it arises and communicate accordingly
- Ability to work under deadlines and ever-changing environments on multiple fronts
- Strong interpersonal skills to foster strong relationships with all stakeholders and be skilled at mediating issues
- Ability to adapt to changing demands and priorities
- Strong analytical skills in evaluating situations
- Management and delegation capabilities
- Financial Integrity and responsibility
- Critical thinking and conflict resolution skills



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## Company Benefits

- Three-Day Weekends Every Week
- Medical, Dental and Vision Plans
- 401K Program with Matching Employer Contributions
- Short and Long Term Disability Insurance
- Company-Sponsored and Voluntary Life Insurance
- Paid Vacation and Holidays
- Team Share Profit Sharing Bonuses Paid Twice Annually
- Ongoing, Company-Sponsored Education and Training
- Unlimited Opportunity for Personal and Professional Growth



If interested in joining the J&S Construction Family, send completed application to [careers@jsconstruction.com](mailto:careers@jsconstruction.com) or visit our office (1843 Foreman Drive, Cookeville, TN) Monday through Thursday (8 a.m. to 5 p.m.).

[\(Click here to download application.\)](#)

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