



Pin Oak Corpus Christi, LLC

Job Title: Project Manager	Reports To: VP Of Construction
Department: Construction	Hourly/Salary:
Date Approved: 7/29/2019	Job Location: Corpus Christi. TX

General Summary

The Project Manager will report directly to the VP of Construction and will oversee managing the current projects within the Pin Oak Corpus Christi facility. This position will be in charge of daily construction activities as well as safety, maintaining the project schedules, deadlines and adhering to company policies.

Essential Functions

- Oversees and manages construction projects
- Interacts with customers/contractors/suppliers and subcontractors as well as all Pin Oak employees as needed to facilitate completion of projects
- Works directly under the VP of Construction and assists with coordination and completion of all projects
- Manages and coordinates engineering, budgets, purchasing, construction and all related activities
- Examine all construction documents to validate constructability, completeness of information and details, design deficiencies and code violations
- Initiate and supervise the production and maintenance of all construction schedules.
- Prepare and organize bid proposals, AFE, and other related documentation
- Initiate and supervise all construction schedules
- Keep the VP of Construction informed of all significant matters on the projects, including progress, safety, and financial status
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Competencies, Education, Knowledge, Skills and Abilities

- Proficient in Microsoft Office Suite programs including word and excel
- Strong Communication skills and problem solving
- Able to coordinate well with other departments, and vendors

- 5 Years of experience in progressively responsible Construction Project management roles within the Midstream Industry
- Experience leading successful project team, and meeting strict deadlines

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

AAP/EEO Statement

Pin Oak Corpus Christi, LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name:

Employee Signature:

Date: