

# BUILDING A QUALITY OF LIFE FOR GENERATIONS TO COME



## QUALITY. TEAMWORK. PASSION. DEDICATION.

These are the values that we pride ourselves on at RJV. We work hard to build a quality of life for not only the communities we serve, but also for our employees. RJV is not just a construction company, but a family of hard-working and dedicated individuals ready to get the job done right. If you are excited to join a growing team with a long history in construction, RJV could be the perfect fit for you!

### QUALITY

Taking pride in our craftsmanship. Do it right, do it once.

### TEAMWORK

Putting the health and well-being of our employees first, working side by side to get the job done.

### PASSION

Driven to succeed and overcome any challenge all while enjoying what we do.

### DEDICATION

Devoted and loyal to our clients and our fellow employees.

## PROJECT MANAGER

RJV Construction is looking for a Project Manager to oversee all aspects of projects, including managing labor, regulatory planning and routing, equipment, and materials. If you are highly organized, deadline-driven, and team-focused, RJV can provide an excellent opportunity to work on major contracts in the Boston area.

### Primary Responsibilities Include:

- Oversee superintendents and assist with managing job-wide activities
- Assist in developing support of excavation plans, bypass plans, traffic management plans, etc.
- Review and approve daily field logs in B2W Track
- Set up and manage all job-related Procore files, data, photos, etc.
- Manage all job correspondence, RFIs, change orders & submittals
- Manage vendor pricing and award
- Manage subcontractor pricing and award
- Review and approve all job-related invoices
- Create Project Schedules and Cash Flows
- Update Project Budgets
- RJV Construction Contact w/ Owner and Engineer
- Attend job-related meetings
- Review/prepare and approve monthly pay requisitions
- Update and review monthly schedules with Field Operations Manager and Superintendents

**BUILDING A QUALITY OF LIFE  
FOR GENERATIONS TO COME**



## **PROJECT MANAGER**

### **Required Skills and Experience:**

- At least 5 years of experience in Underground Utility Construction (Water/Sewer)
- Bachelor's Degree in Civil Engineering, Construction Management, or Project Management
- Ability to read and follow construction plans and documents
- Microsoft Excel, Word, PowerPoint, Project, and Outlook skills; B2W Track, Procore, Primavera, Vista experience is a plus
- Strong written and verbal communication skills.
- Experience with MA public procurement process
- Excellent communication skills and the ability to work collaboratively and effectively on large and diverse projects

RJV Construction Corporation is an affirmative action/equal opportunity employer. We are always seeking qualified/hardworking individuals to join our team.

RJV offers competitive compensation for salaried positions and excellent benefits including; Health/Dental, 401k match, Paid Time Off, and Holidays.