



PROJECT MANAGER **Florida Operations**

Miller Pipeline is a GROWING multi-state underground construction company looking for support in the Municipal Services division in our New Smyrna Beach, FL location.

Essential Duties/Responsibilities:

- Schedule projects in logical steps and budget time required to meet deadlines.
- Prepare and submit estimates and progress and cost tracking reports on a daily basis for each phase of project.
- Confer with supervisory personnel, workers, and subcontractors to discuss and resolve matters such as procedures and complaint problems.
- Take action to deal with results of delays, bad weather, or emergencies at worksite.
- Accurately provide costs and revenue accruals in a timely manner at month's close.
- Responsible for timely invoicing of all projects.
- Review all subcontractor and supplier invoices for accuracy and ensure they are coded correctly and to the right job before entering into accounting system.
- Review and approve all weekly payroll sheets including per-diems and crew expenses.
- Communicate daily with all levels of management team to discuss productivity, fleet, crew utilization, and material ordering.
- Responsible for obtaining subcontract quotes for bids.
- Other duties as assigned

Education/Experience:

- Bachelor's degree (B. A.) in Construction Management or related field from four-year college or university; or four to five years related experience; and/or training or equivalent combination of education and experience.
- Working knowledge of computers and Microsoft office products.

Must have a valid driver's license with good driving record. Regional travel is required.

To Apply:

Send cover letter and resumes to:

E-mail: careers@millerpipeline.com

Fax: 317-293-8502 ATTN: HR

EEO/Drug Free