**Position: Project Manager**

**Summary:** The Trevino Group, Inc., is based out of Houston, Texas and has divisional offices in Galveston, San Antonio and DeSoto. We have extensive experience providing construction management services for all types of commercial construction projects including, educational, office renovations, hospitals, and many other types of facilities. We are always looking to hire well-rounded experienced individuals to join our team, long term.

Currently, we arein search of an experienced Project Manager. This individual performs pre-bid review of plans, specifications and other contract documents for all potential projects assigned. Attend pre-bid meetings, assists the Project Estimator with responses to all pre-contract award, establishes a detailed project schedule and budget in accordance with TTG standards formats, negotiate project costs changes as required, develops, submits and negotiates the acceptance of profit improvement value engineering. Provides Project Administrators with reports, approval of subcontract agreements, purchase orders and other documentation as necessary to verify conformance of deliveries. Monitors all subcontracts and TTG self-performed work to assure complete conformance with project plans, specifications and contact documents. Establishes subcontractor progress payments and submits TTG progress payment requests to Owner/Architect for approval. Approves all subcontractors and other vendor invoices prior to payment. Conduct final walk through and confirm completion of the Owner/Architect Punch List. Performs other duties as requested.

**Requirements:**

* High school diploma or GED equivalent
* At least 10 years of experience as a Project Manager in commercial construction or an undergraduate degree in engineering or construction management with at least 5 years supervisory experience.
* Must have excellent verbal and written communication skills, be proficient in the use of Microsoft Work, Project and Excel and have extensive knowledge of construction industry processes, standards and specifications.
* OSHA30 certified or have the ability to obtain

**Benefits:**

* Medical, dental, vision, basic life, supplemental life, short and long term disability, health savings account and 401K.
* Paid time off
* Paid holidays

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.