

Project Manager – Grading, Paving & Utilities

Company: S&S Paving & Construction

Location: Phoenix, AZ

Job Type: Full-Time

Pay Range - \$100,000 - \$140,000 / Year (DOE)

Position Summary

S&S Paving & Construction is seeking an experienced and results-driven Project Manager to oversee grading, paving, or underground utility construction projects from pre-construction through closeout. The ideal candidate will possess strong leadership, organizational, and communication skills with a proven track record of successfully managing civil construction projects while maintaining safety, quality, budget, and schedule requirements.

The Project Manager will work closely with owners, engineers, estimators, superintendents, subcontractors, and field personnel to ensure projects are completed efficiently and profitably.

Key Responsibilities

- Manage multiple grading, paving, and utility construction projects simultaneously.
- Oversee project planning, scheduling, budgeting, and execution.
- Review project plans, specifications, contracts, and bid documents.
- Coordinate with clients, engineers, inspectors, subcontractors, and suppliers.
- Develop and maintain project schedules to ensure timely completion.
- Monitor project costs, production rates, and profitability.
- Prepare and manage project budgets, forecasts, change orders, and monthly cost reports.
- Ensure compliance with company safety standards, environmental regulations, and quality control requirements.
- Lead project meetings and maintain effective communication among all stakeholders.
- Manage subcontractor agreements, performance, and payment processes.
- Resolve project challenges proactively and implement corrective actions when necessary.
- Support estimating and preconstruction efforts as needed.
- Review and approve invoices, purchase orders, and material procurement.
- Maintain project documentation, including RFIs, submittals, schedules, permits, and closeout packages.

Qualifications

Required

- 2+ years of project management experience in heavy civil construction.

- Extensive experience with grading, asphalt paving, and underground utility projects.
- Strong understanding of construction means and methods, scheduling, and project controls.
- Ability to read and interpret construction drawings, specifications, and contracts.
- Experience managing project budgets and financial reporting.
- Strong computer skills, including Microsoft Office Suite and construction management software.
- Excellent leadership, problem-solving, negotiation, and communication skills.
- Valid driver's license and ability to travel to project sites as required.

Preferred

- Bachelor's degree in Construction Management, Civil Engineering, or related field.
- Experience with public works, municipal, commercial, and DOT projects.
- Knowledge of Bluebeam, HCSS, Vista Viewpoint, Procore, or similar construction software.
- OSHA 30 certification.
- Experience managing self-performed grading, paving, and utility crews.

Key Competencies

- Leadership and team development
- Project planning and execution
- Cost control and budget management
- Contract administration
- Client relationship management
- Risk assessment and mitigation
- Time management and organization
- Safety leadership

Physical Requirements

- Ability to visit active construction sites and navigate uneven terrain.
- Ability to work outdoors in varying weather conditions.
- Ability to occasionally lift up to 25 pounds.

Why Join S&S Paving & Construction?

At S&S Paving & Construction, we take pride in delivering high-quality infrastructure projects while fostering a culture of safety, integrity, teamwork, and excellence. We offer competitive compensation, benefits, opportunities for advancement, and the chance to make a lasting impact on the communities we serve.

S&S Paving & Construction is an Equal Opportunity Employer.

