

Project Manager – Property Services

Position:	Full-time / Exempt
Reports To:	Director of Construction
Supervisory Role:	Yes

Summary/Objective

The construction project manager position is responsible for representing the company with clients and consultants on virtually any range of subjects related to construction rehab/remodeling and for making decisions on behalf of the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Directs and oversees team members (employees and subcontractors) at all levels of contract administration including planning, scheduling and ordering of materials and equipment logistics.
2. Evaluates specifications for plan procedures, start and completion dates, and staffing requirements for each phase of the construction project. Ensures that all required insurance certificates and statutory worker's compensation are in place prior to commencing work.
3. Controls any number of projects at various stages of work. Reviews records of accounts and inputs entries into to proper accounts.
4. Consults and meets with clients to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and construction time.
5. Reviews the project, offering suggestions, completing the job estimate or bid.
6. Checks a set of drawings and prepares feedback for staff.
7. Completes contract documents.
8. Obtains bids, negotiations and award construction contracts.
9. Administers construction contracts and conducts periodic onsite observation of work during construction to monitor compliance with plans/scope of work.
10. Prepares studies and reports.
11. Provides vendor recruitment.
12. Submits for permits as applicable. Meet municipality requirements.
13. Oversees cost and quality control on jobs.
14. Updates system regarding progress of job.
15. Performs site inspection on jobs to ensure thoroughness of scope of work.
16. Provides and uploads photos into required system.
17. Ensure work conforms to specifications, budget and schedule.
18. Enforces safety compliance.

Competencies

1. Project Management.

2. Results Driven.
3. Time Management.
4. Leadership.
5. Problem Solving/Analysis.
6. Financial Management.
7. Communication Proficiency.
8. Technology-savvy preferred.
9. Customer/Client Focus.
10. Good-natured, positive and professional attitude.
11. Ethical Conduct.
12. Prioritization Skills.
13. Works Independently.
14. OSHA 10.

Supervisory Responsibility

Directly supervises one to three employees and subcontractors involved in each project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of conditions at construction job sites. The noise level in the work environment and job sites can be loud.

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 is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position which will typically involve 50+ hours a week. Due to the nature of the job, the employee must be available on-call early/late hours to deal with delays, bad weather and emergencies at the job site. Evening and weekend work may be required.

Travel

The employee may travel extensively when the construction site is not close to the main office or when responsible for activities at two or more sites. Additional travel may be required when other markets require assistance.

Required Education and Experience

1. Bachelor's degree in architecture or construction science/construction management or 5 years of related experience.
2. Minimum of two years' related experience in residential construction industry.

Preferred Education and Experience

1. Five years' related experience in residential rehab/remodeling industry.
2. Intermediate to Advanced skills with MS Office Suite.

Additional Eligibility Qualifications

1. Must be able to drive for this position.
2. Must possess or be able to obtain a valid an appropriate state driver's license prior to employment.
3. Must be able to pass a background check, drivers' license check and drug test.

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.

Compensation & Benefits

- Competitive Salary and Bonus Plan. Based on experience.
- PTO: major holidays, sick/personal days, vacation.
- Eligible for health benefits the first of the month following 60 days of full-time employment.
- Eligible for company paid life insurance and long-term disability the first of the month following 60 days.
- Company-provided cell phone; laptop and/or tablet.
- 401K/profit sharing plan first eligible quarter after 1 year of employment.
- Car allowance and gas card.

Signatures

This job description has been approved by all levels of management:

Manager

Date

Human Resources

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date

The company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will."