

POSITION TITLE: PROJECT MANAGER

REPORTS TO: Vice President of Project Management

POSITION SUMMARY: Overall management and administration for construction projects. Includes but not limited to: establishment and updating of the project schedule, cost tracking and reporting, change order management, communication/meetings with Owner, and coordination with subcontractors.

ESSENTIAL DUTIES:

- Understanding and management of budgets for projects within Home Leasing Construction. Working with subcontractors during the buyout process to make sure Home Leasing Construction is protected from incomplete scopes and the costs are within the budget.
- Establish roles and responsibilities with the subcontractors and work to set expectations early in the process.
- Establishing Project Schedules prior to the start of construction and maintaining updates to the schedule throughout the project. Work with the subcontractors on durations and sequence so that the subcontractors take ownership of the schedule. Establishing recovery schedules as needed.
- Work through design issues or unforeseen conditions with the subcontractor and Design Team to come up with viable answers to what can sometimes be very complex problems.
- Processing all RFI's, COR's, PCO's and Change Orders up stream as well as downstream, providing appropriate documentation and information such that all parties have what they need to properly assess the accuracy and legitimacy of Change Orders.
- Work with our Superintendents and provide them the support they need to complete their duties.
- Responsible to make sure the correct products are being utilized through the bidding and submittal process.
- Responsible for holding the Subcontractors and Vendors to their agreements for cost and scope.
- Responsible for the entire close out process. Including preparing incomplete work lists and punch out, and tracking the punch out daily to assure it is being completed 100% to avoid long delays at the very end of a project. Assuring that each vendor and subcontractor has provided us all the warranty and O&M information needed to be able to maintain the building and to make certain that all warranties are in place.

KNOWLEDGE AND SKILL REQUIREMENTS: High school diploma required. 15 Years of Construction Management experience as minimum or equivalent Higher Education. Strong Experience in Multi-Family, High Rise, Commercial and Residential Construction preferred. Strong Experience across all scopes of work. Strong Experience Industry Standards. Experience using Spectrum, Team, and ViewPoint, preferred. Excellent organizational and record keeping skills is a must. Detail oriented, ability to work well with others, good communication skills, good computer skills, ability to multi-task and manage multiple projects. Proficient in Microsoft Office applications: Project, Excel, Word, and Outlook.

TYPICAL PHYSICAL DEMANDS: Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move field and office supplies up to 50 lbs.

TYPICAL WORK CONDITIONS: Work is performed in the field and an office environment. Employee may interact with subcontractors, developers, local and state agencies and other staff members during the workday.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.