

Job Posting



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Project Manager – Construction and Development

Division: Construction and Development
Reports To: Patrick Reid, Vice President – Head of Construction
Position Classification: Full time /Regular; FLSA Exemption qualified

JOB SUMMARY

Responsible for all aspects of the construction project, to include establishing the project Scope of Work, establishing and managing the construction budget, procuring and managing the general contractor and construction managers, and other related project requirements ensuring on-time and on-budget end result. Candidate must have experience managing complete site operations and have experience delivering multi-family projects.

JOB ESSENTIAL RESPONSIBILITIES

Responsible for project success from inception to completion, including but not limited to:

- Setting the statement of Scope of Work
- Compile and manage plan budgets, cost estimates, and other financial estimates.
- Coordinate, plan, and manage schedules for contractors and subcontractors.
- Develop construction project with architect, engineers, and trade workers.
- Order and manage materials and equipment.
- Provide internal reporting and projections for inventory.
- Oversee and supervise construction project progress and provide reports on timeline, progress, and adjustments.
- Ensure all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations are met.
- Ensure that projects are completed on time and within budget.

KNOWLEDGE, EXPERIENCE, SKILLS/ABILITIES

- Minimum Bachelor of Science degree from an accredited university in architecture, engineering, or construction
- Minimum 10 years' related work experience
- Computer Skills: Proficient with Microsoft Office; Construction Project Management software preferred.
- Self-motivated and self-directed
- Able to effectively multitask, prioritize, and efficiently manage time; able to create and manage multiple timelines, budgets, and schedules.
- Able to effectively manage a project team and multiple projects.
- Experienced at compiling and following strict budget constraints, with accurate and precise attention to detail.
- Excellent verbal and written communication skills

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- Able to analyze problems, strategize and achieve effective solutions.
- Knowledge of local, state, and federal building code regulations
- Able to build solid relationships with vendors, investors, construction managers and construction team.

Physical Requirements:

This position is performed at times in an office setting with extended periods of sitting and computer/keyboard use; reading documents; phone and other electronic equipment. Minimal lifting (<30 lbs.), frequent standing, climbing and often traversing commercial site construction areas as needed; able to tolerate moderate construction dust, all types of weather and uneven terrain. Must be able to travel independently to/from project sites and office.