

**JOB TITLE:** Construction Service Manager

**DEPARTMENT:** Construction

**DIVISION:** Western Region

**FLSA:** Exempt

**DATE OF REVISION:**

**1. PRIMARY FUNCTION**

The Construction Service Manager has the responsibility to monitor, lend expertise, and train in the areas of Policies & Procedures, Quality Control, ADA/FHA, Project Close-out and other “on-site” activities in the Western Region Construction department. This position reports to the Senior Vice President Construction Partner.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)**

- Ensure that all training needs of the area regional personnel are met.
- Assists in determining personnel requirements and coordinate the selection, training, and development of personnel required including managerial and staff positions within the regional department.
- Ensures departmental adherence to all corporate/organizational policies and procedures.
- Continually monitors and evaluates current processes, policies and procedures and provides recommendations for updating.
- Monitor construction status of each project and confirm that documentation is being kept up-to-date.
- Participates in the development of regional business strategies.
- Enforces quality control efforts and compliance with ADA/FHA policies within the Area & Region.
- Conduct and manage the Project Plan & Specification Compliance Reviews during construction and at completion of a project.
- Conduct and manage the Project Closeout materials and ensure that the proper project materials are being archived onto disk.
- Monitor/track the hardware and software needs of the field staff and coordinate purchasing or updates with JPI IT dept.
- Assists in tracking and facilitating distribution of project “Lessons Learned” for the region.

**3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)**

- Assist in the maintenance of the Quality Control Program.
- Assist in the maintenance of the safety/environmental policies.
- Assist in preparing annual business plans.
- Research and provide recommendations on new software and project management tools to increase efficiency.
- Performs other functions as needed/directed by the Senior Vice President of Construction.

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of **all** the duties, responsibilities or requirements. JPI Employment Services LLC retains the discretion to add or change the job duties at any time.

**4. KNOWLEDGE AND EXPERIENCE REQUIRED****A. EDUCATION:**

A bachelor's degree in Construction Management or related study or a minimum of 9 years' experience as a manager of multi-family construction.

**B. LICENSES OR CERTIFICATIONS REQUIRED:**

None

**C. RELATED WORK EXPERIENCE: [✓]**

[ ] None

[ ] 6 months to 1 year

[ ] 1 - 3 years

[ ] 4 - 6 years

[✓] 7 - 9 years

[ ] 10 or more years

**Describe the nature of the prior experience** (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- Minimum of seven years of construction experience with at least four years of supervisory experience. A minimum of three years multi-family construction experience required.
- Must be familiar with multi-family construction procedures. Must have excellent communication, organization, management, and people skills. Must have good working knowledge of construction project management software. Must demonstrate managerial skills appropriate with this position.

**D. OTHER CONSIDERATIONS (communications, interpersonal skills, etc.):****APPROVALS:**

\_\_\_\_\_  
TEAM LEADER

\_\_\_\_\_  
DATE

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HUMAN RESOURCES

\_\_\_\_\_  
DATE

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