

JOB TITLE: Construction – Project Manager

DEPARTMENT: Construction

DIVISION: Western

FLSA: Exempt

DATE OF REVISION: 11/09/15

1. PRIMARY FUNCTION

To provide leadership for all on-site personnel and to manage all aspect of the pre-construction and construction of each assigned project.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for individual projects from start to finish.
- Ensure that all project goals are met.
- Pre-development input of construction techniques and cost.
- Establishment of all final construction documents, schedules and budgets.
- Oversight on a day to day basis of all on-site construction activities.
- Completion and close-out of the project and the acceptance of each project by the Owner.
- Address all warranty issues and complete final documentation.
- Oversee the preparation of weekly and monthly reports on project progress.
- Review and approve all subcontractor's and supplier's pay requests.
- Analyze job costs and manage the project to the closing budget.
- Evaluate performance of project team members.
- Select subcontractors and compose scopes of work for contracts.
- Provide oversight for value engineering for all predevelopment projects.
- Ensure project and subs are in compliance with company safety standards.
- Promote safety on assigned projects and evaluate subcontractor's work to monitor compliance with company safety program.
- Help Superintendents resolve safety issues on project level.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide construction input to design professionals and design mangers.
- Resolve subcontractor disputes.
- Provide assistance to Regional Construction Manager in all legal matters related to assigned projects.

The 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:**

- Bachelor's degree in construction management, or related study or a minimum of 5 years' experience as a Manager of multi-family construction.

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

C. RELATED WORK EXPERIENCE:

- | | | | |
|--------------------------|--------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | 4 - 6 years |
| <input type="checkbox"/> | 6 months to 1 year | <input checked="" type="checkbox"/> | 7 - 9 years |
| <input type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 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 five years of experience in the multi-family construction industry. At least 3 years of managerial experience.

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

- Must have good knowledge of construction building codes. Must have excellent communication, organization, management, and people skills. Must have good working knowledge of construction estimating and scheduling practices. Must be PC proficient.

APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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