



Job Description -- Project Manager

Title: Project Manager

Reports To: Office Staff

Job Goal: The project manager ensures that projects are completed on time, within budget, with established quality standards and meet client requirements.

Responsibilities

- Schedule, coordinate, and manage the daily construction activities for residential new construction projects
 - Ensure that projects are built to requirements and specifications established by construction drawings, building codes, and clients
 - Work with office staff to ensure selections are made on time
 - Monitor production schedules, critical paths for projects, and trade contractor schedules to ensure timely project completion
 - Monitor project quality and cost control to safeguard profit margin
- Design and implement checklists for inspections, quality control, and standard operating procedures
 - Inspect project site daily
 - Assume overall responsibility for maintaining a clean, safe project site
 - Schedule city/county inspections
 - Compile daily Field Report per project
 - Keep office staff informed of project progress
- Communicate with clients on jobsites; Answer their questions and ensure that construction meets their expectations
- Order materials and supplies and schedule deliveries
 - Notify trade contractors and material suppliers in advance to assure materials are delivered and trade contractors arrive on schedule
 - Receive, inspect, and verify all deliveries
 - Check vendors' and trade contractors' invoices and authorize payment
- Guide and direct field employees, trade contractors, and suppliers
 - Assist trade contractors with tasks, when necessary
 - Explain and ensure compliance of safety program to all site personnel
 - Explain quality control standards and supervise their implementation
 - Ensure projects are built to quality standards
 - Strive for no-defect construction



- Consult with drafter, engineer, builder, selections coordinator, trade contractors, and clients on plan revisions and change orders
- Conduct pre-closing walk-throughs with clients and client service/warranty coordinator. Coordinate punch list work
- Develop and maintain strong, productive supplier and trade contractor relationships
 - Communicate company's quality and performance standards to each trade contractor and supplier
 - Conduct periodic work inspections to ensure that those standards are met

Character Traits

- Ability to communicate with clarity and respect with clients, subcontractors, vendors and colleagues
- Attention to details ensuring that all projects meet quality standards
- Effective at solving problems in a manner that balances client needs, current schedules and awareness of financial impact
- Ability to work independently, accurately representing the values and goals of the company
- Well-organized with multi-tasking abilities
- A team player with leadership abilities

Education/Experience:

- Proven experience in the construction field of work is highly desirable
- In-depth understanding of construction procedures and material and project management principles
- Familiarity with quality and health and safety standards
- Good knowledge of MS Office
- Familiarity with construction/project management software(s) – Willing to learn/use software(s)
- Excellent organizational and time-management skills
- Degree in engineering, building science or relevant field is desired but not necessary
- Management experience will be an advantage