

MISSION FOR PROJECT MANAGER

To successfully manage 3-5 construction projects with a total construction value of about \$2 MM per year. A successful construction project is built with high quality, on time, and on budget.

OUTCOMES / RESPONSIBILITIES

1. **Build with Quality-** Project is structurally sound, meet/exceed industry standards and Codes.
2. **Finish project on time-** Manage scheduling by supervising crew and trade partners with preparation, organization, great communication and problem solving.
3. **Stay within budget-** Manage every scope within budget. Finish project under budget.
4. **Efficiency and Consistency-** Have a process to build correctly, avoid mistakes, avoid wasting resources.
5. **Keep good job records-** timesheet for you and your team, daily logs, change orders.
6. **Recruit and train your team-** network and find great carpenters, trades. Train carpenters well: safety practice, job-site behavior, techniques. Build rapport and trust with your team.
7. **Deliver Satisfaction-** Customer satisfaction through quality, and great communication.
8. **Report to Construction Director / Exec Team**

COMPETENCIES (QUALIFICATION)

A great Project Manager must have the following qualification

1. Demonstrates competency in field/shop procedures and admin systems of residential home and multifamily building (knowledge of commercial construction is a plus).
2. Experienced in full cycle of SF homes, multifamily building from ground up to punch-out (minimum 3 years)
3. Knowledge of the building codes, local ordinances, OSHA safety, and industry best practices. Have a process or checklist to catch mistakes during each construction phase.
4. Deep understanding of building plans such as structural, MEP to value engineer, see potential mistakes, plan, mobilize, and prioritize the procurement of long lead materials.
5. Experiences using software applications such as BuilderTrend (for project management), Excel (for budget and estimate), Asana or Slack (for team communication.)
6. Ability to manage multiple projects, anticipate and prioritize, while being proactive and tenacious in a fast-paced start-up environment.
 - a. Ability to do production scheduling effectively and manage production schedules to keep projects on track in time, budget, and quality.
 - b. Ability in problem solving. Know how to research and find solutions. Great communication with trades to pick their brain in problem solving.
 - c. Take pride in accomplishing results no matter how difficult by being resourceful and creative.
 - d. Be an in-field construction problem solver with ability to design-build solutions, analyze cost vs benefits. Can make sound decisions with little supervision and with less than complete information. Demonstrate ability to work independently.
7. Must be personable with soft skills to build relationships with production team and trade partners, while having a presence and respect on the jobsite from those working with you. Willing to “get dirty”. Show the team by doing the hard/dirty tasks when you are on site. Make your presence count when you are on site.
8. Have solid working knowledge of all aspects of construction work such as sitework, concrete, framing, MEP, low voltage, waterproofing, stucco, painting, drywall, tiling, and welding.
9. Master estimating. Thorough and accurate material takeoff, estimates, great negotiation skills (win-win outcomes), clearly defined scopes of work, great planning and communication with trades and production team, reviewing budget weekly to find and anticipate problems.

10. Excellent and professional communication skills (both written and verbal) with customers to achieve customer satisfaction. Fully understand the client's expectation, manage expectation by being proactive with deadlines, change orders, delivery delays, and any challenges that may occur.
11. Thorough daily quality check with trades and production team (have checklists).
12. Communicate well with inspectors, can build rapport and trust with inspectors. Well prepared with documentation (plans, certificates, RFIs, engineering.) Dress and carry yourself professionally.
13. Fluent in Spanish is a plus.
14. Obsession and keen eye for construction quality and luxury design and details.
15. Master time management. Good at prioritizing your days to get the things that count done. Be effective. Don't be busy for busy-ness' sake.
16. The great project manager is Organized and Considerate Go-Getter.

HOUSE RULES

1. Dress code: Appropriate construction attire is expected such as hard-soled boots, long pants and shirts (may wear construction shorts in hot weather.) No sagging pants/jeans.
2. No smoking or drinking alcohol on the job site. No drugs!
3. If you need resources to achieve the outcomes and fulfill your responsibilities, please submit a budget for Fund Request to buy/rent to your supervisor to get what you need.
4. Responsible for the protection of the client's property. Do not use anything, including tools, equipment, or cleaning supplies that belong to the client.
5. Do not disturb a client or neighbors with loud radios or foul and abusive language.

OVERALL DUTIES (The day-to-day tasks)

1. Attend a pass-the-baton meeting with salespeople and clients. Note all special considerations and priorities in the job book. This is the meeting between the salesperson and Pm to pass on job information.
2. Put together a complete job book (customer contract, estimates from trade partners, plans, before pictures, details, notes, specs...)
3. Support Acquisition & Development team or Sales team in due diligence and pre-development to determine feasibility of new projects.
4. Work with the Sales team to do thorough and accurate estimates for projects.
5. Develop takeoff material lists and place orders, project schedule, and labor budget.
6. Run the pre-construction meeting with customers. [DEVELOP CONTENT FOR THIS MEETING]
7. Set up jobsite: order fence, toilet, power pole, and dumpster from our vendor; put company banners in the most prominent place; set up PM working station, communication bulletin board.
8. Maintain a clean, safe jobsite always. Ensure that the crew works in a safe manner, taking all reasonable precautions. Pay attention to dust protection if the client is living in the site. Control mud on your site. Debris is to be properly stored and hauled away promptly. You are responsible to stop any smoking or drinking (alcohol) on the site. Jobsite should be broom-swept at the end of day.
9. Know all shut-off locations for electrical, gas, water, security, and sprinkler systems.
10. Safety: monitor both company and individual equipment for proper safety features, safe electrical cords with ground. Inform production supervisor of any unsafe condition.
11. Assign tasks to carpenters and apprentices. Deploy carpenters, apprentices, and trades in the most efficient and cost-effective manner.
12. Coordinate all trade partners in an organized manner. Be sure to give them ample lead time (4-week notice minimum with weekly reminders, sometime more). Have the job ready for them to do their job efficiently and cost effectively. Ensure their quality, performance and approve their payments with the office.
13. Supervise work quality for your crew and trade partners. Project manager is fully responsible for project quality.
14. Responsible for problem resolution involving labor disputes, staffing.

15. Anticipate any delays, shortage of ongoing needed materials, supplies, and drawings in advance.
16. Project manager is responsible for accurately checking all materials delivered to the job site for quantity and measurement, as well as damage. Delivery truck drivers of materials are to wait for your inspection, as your signature approves the condition and count of the order. Any discrepancy is to be noted on the delivery ticket. It is important that you check such things as door swing, window sizes, cabinet sizes and types, lumber type, and grade... before you sign the delivery ticket. [Suggestion: you should train and reinforce this with your lead carpenters.]
17. Collect and enter to BuilderTrend invoices, receipts, change orders, delivery tickets daily from lead carpenters.
18. Order and monitor dumpster exchanges and final pickups. Check invoices and payments. Recycle as much as economically possible.
19. Communicate with clients and Production Director regularly about job progress, especially if there is any problem or challenge coming up.
20. Develop change orders in a timely fashion (right away). Review with the Production Supervisor prior to release to the client on Buildertrend. Change orders over \$500 will be generated by the production supervisor with input from the project manager. All change orders should be entered into BT as soon as possible.
21. Enter daily job logs (who is doing what, trade partners' activities, deliveries, inspections, meetings, comments, notes. Most importantly, make sure you enter any lesson learned by you or your crew about the job to avoid problems and increase efficiency on the "insider note" section.)
22. Be responsible for daily logs with all necessary pictures of work progress and accurate info such as jobsite, who is doing what, man-hours, meeting notes, inspection notes, lesson learnt and upload on BT (write important notes on the pictures.)
23. Manage vendor pay requests, and direct labor payroll. Record keeping of timesheets with close collaboration with the accounting team.
24. Walk through the job site with the production supervisor and customer before insulation and drywall are installed to make sure all rough-in has been completed and is properly placed. Compare to plans and contract specs as an additional verification. [MAKE A CHECKLIST] Client must sign a pre-drywall checklist.
25. Verify placement of all mechanicals (especially electrical boxes) in a meeting with the production supervisor, client, and architect.
26. Arrange with the building department for all necessary inspections in advance and on schedule. Prepare for inspections and meet inspectors for all inspections. [MAKE A LIST]
27. Network, vet and recruit new subcontractors, vendors and talented workers to expand our capabilities.
28. As the job is 2 to 3 weeks nears completion, create a punch list with the production supervisor. Start working on the punch list right away so that at the end of the job we have a zero punch list. Long punch list delays our payment and robs us of our profit.
29. Review job-cost summaries every week with the production supervisor and at the end of the job.
30. Obtain the Certificate of Occupancy at the end of the job.
31. Leave the job site neat and clean, removing all tools, garbage cans, fence, toilet, job site signs when we complete and exit the job.
32. Maintain personal and company tools and equipment.
33. Continuing education: Enroll in related courses, seminars, online classes that will help you advance your skills and career within the company. Let your supervisor know. If it makes sense, the company will pay for the tuition fees.

COMPENSATION EXPECTATIONS

- Combined salary in the range of \$80,000 to \$120,000/year, based on performance.
- Bonus at each project close out, based on profitability and customer's satisfaction.
- Flexible schedule on a day-to-day basis and 2 weeks paid time off (PTO)

- A monthly stipend for health insurance.
- Opportunities for further career advancement within the Company and affiliate companies.

WHAT IS NEXT & WHEN NEXT

- 2 weeks orientation to get familiar with our system
- Weekly review of progress within the first 3 months
- Monthly review or progress with executive team
- After 3 years of being effective PM, you are ready to be either
 - Construction Director, where you can build a team of 3 Project Managers, and you can run a total production value of \$6 MM to \$8 MM.
 - Development Exec Team where you can participate in the full development process and upside.

Date: _____

Name: _____

Signature: _____