

## **Position Title: Construction Manager**

The Construction Manager will report to the District Property Manager.

### **Job Summary:**

Schedule, manage and supervise construction projects in a timely and cost-effective manner. Effectively manage sub-contractors, while focusing on budget, schedule and accounting of projects.

### **Key Job Responsibilities:**

- Supervise all current construction projects and designer-unit conversions at all residential properties. Duties include direct supervision of sub-contractors to complete projects correctly while meeting strict deadlines, ensuring quality control and tracking/approving of invoices
- Direct supervision of major capital improvements, exterior renovations, or other large-expense projects at all apartment properties. (Examples include: blacktop/concrete work, siding, roofing, large plumbing and electrical repairs). Duties include obtaining and analyzing bids, consulting with on-site personnel, supervising work and reviewing/approving invoices from sub-contractors
- Secure quality contractors and suppliers for all markets. Negotiate best rates/pricing for all locations. Develop and maintain comprehensive contractor/vendor list.
- Create and manage construction schedules to assure projects meet deadlines.
- Keep timely and accurate records of billable hours, expenses and mileage.
- Create and manage construction budget, assure projects are completed at or below budget.
- Assure high level of quality/standard is maintained at all times
- Prepare and distribute project planning progress reports
- Work with commercial properties or office parks, as needed

### **Ideal Candidate's Qualifications and Experience:**

- Construction or construction management experience (2-5 years)
- Strong financial acumen and attention to detail
- Ability to hold sub-contractors accountable during all phases of the project
- Excellent interpersonal and communication skills required
- Willing to travel to job sites to support and manage projects
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

This position offers a very competitive salary as well as a comprehensive benefit package that includes the following:

- Medical Insurance

- Dental Insurance
- Life and Supplemental Life
- Short and Long Term Disability
- Generous Paid Time Off
- Paid Holidays
- 401(k) Retirement Savings Plan