

**Project Manager**  
**Job Description**

**Manager:** Director of Production

**Direct Reports:** Field Staff

- Support and Manage highly productive field team mates, who will be bringing our Client's dreams to reality.
- Drive Department results by ensuring that assigned Projects finish on time, on budget and Clients are happy.
- Satisfy or Exceed key metrics standards set by Director of Production.
- **Assist in preproduction project preparation to help set up projects and clients for success in Production.** Perform some duties of a Project Developer as determined by the Director of Production.
- Adhere to all Company policies, procedures and business ethics codes; and ensure that they are communicated and implemented within field team mates.

**Responsibilities (things that lead to winning):**

**Office**

- Performs basic job preparation, such as reviewing Production Packets for each assigned project thoroughly, prior to Project start.
- **Review pre-production job estimates**
- **Prepare material take-offs for projects in pre-production development**
- Assists with RFPs from Sub Trades as needed, and ensures they have updated plans and accurate Job scopes.
- Reviews and signs off on Material orders on assigned Projects, as needed.
- Provides copies of all Job documentation to Lead Carpenter and other crew members, Completes daily Job Logs and keeps all job records in order.
- Builds and updates Co-construct schedules on all assigned Projects.
- Completes job costing reports and reports on them weekly to the Director of Production.
- Prepares for and attends all Department, Field and Company meetings on time and as scheduled.
- Codes & turns in all receipts on time and ensures that field teammates do the same.
- Turns in all Project reports on time and ensures that field team mates do the same.
- Works with Project Developers to ensure Special Order items are ordered and able to arrive on time, avoiding delays to Project completion.
- Assists with tracking Inventory for Materials and Tools, and Maintenance of Department Fleet vehicles.
- Approves all Sub Trade bills on time and ensures they are in the Project Binder.
- Attends Design meetings, if no Project Developer is available to do so.
- Assists with fielding warranty calls and coordinates repairs with the Director of production to ensure warranty commitments to our clients are kept.

### Field

- Attends Trade walks and field trips prior to Project start to ensure smooth execution of Project.
- Works with and supervises Lead Carpenters and other field team mates.
- Schedules and supervises Sub Trades on assigned Projects.
- Clears path for Lead Carpenters to ensure that there are no Job delays.
- Maintains all on site records, including Building permit card, site copy of plans and specifications, etc.
- Schedules all Building Inspections in a timely manner and meets the Inspectors on site.
- Maintains an open line of Communication with the Client throughout the duration of the Project.
- Maintains a safe work environment and assures quality control.
- Handles minor change orders and works with office staff to keep things running smoothly.
- Adheres to Job start and close out procedures and ensures field staff does the same.
- Holds weekly meetings with Lead Carpenters on assigned Projects to ensure seamless execution of Projects.
- Schedules and attends weekly meetings with Clients to ensure seamless execution of Projects.
- Collects and turns in all Project Draws on or before their due dates.
- Communicates with the Director of Production about Manpower needs, challenges, and requests assistance where needed.
- Performs scheduled walkthroughs with Lead Carpenter, Director of Production and Client to work towards a zero punch list.
- Performs scheduled walkthroughs with the Client and sub trades (MEP walkthroughs & tile walkthroughs) to ensure we meet Client expectations.
- Reports excessive labor hours to the Director of Production and logs time in Tsheets daily, per Company policy.
- Coordinates Material Delivery, storage and returns with office staff and/or suppliers.
- Serves as a liaison between field staff and office staff.
- Ensures compliance with OSHA safety policies and procedures by all Field staff.
- Ensures compliance with hazardous materials programs including EPA lead safe practices and asbestos abatement policies.
- Set the example for team members in areas of personal character, commitment, organizational skills, and work habits.

### **Score Card (how we know we are winning):**

1. Average a 4.5 out of 5 or better net promoter score as reported by clients on the Weekly Meeting Report for each project.
2. **Complete 80% of Construction Projects in the agreed to time frames.**
3. **Produce 80% of Construction Projects within 2 % +/- of projected gross profit**
4. Hold 90% of Weekly Client Meetings and turn in report for each meeting.

5. Develop and turn in 90% of weekly Manpower Look Ahead documents.