



PROJECT MANAGER

OVERALL RESPONSIBILITIES

The production manager has primary responsibility for seeing that each project meets these three goals:

1. Job costs come in at or under the estimated budget.
2. The job is completed on time.
3. The client is left highly satisfied and is likely to refer others to the company for remodeling.

If our company has trouble meeting these goals, you will be an important part of the team that finds solutions that enable the company to meet these three critical goals on all future projects.

You will direct all field employees, trade contractors, material suppliers, inspectors, and other in the efforts needed to achieve these goals. This includes training and coaching field employees, as well as organizing & scheduling work.

SPECIFIC DUTIES

Pre-Contract

- Meet Subcontractors at jobs for estimates and special material pricing.
- Give input regarding budget, time requirements, scope of work, personnel qualifications, selection of Lead Carpenter, adequacy of plans and drawings.

Pre-Production

- Participate in handoff meeting with Sales/Contractor to review project scope.
- Conduct Pre-Construction Meeting with Customer to discuss scope of work and project details.
- Provide Lead Carpenter with all necessary information and special order materials to start job. This information includes a schedule, scope of work, budget and special material lists.
- Line up initial subcontractors and create schedules, allowing the Lead Carpenter to hit the ground running.
- Order & track long lead items (e.g. windows).
- Create subcontractor contracts detailing each trade's scope of work.

Production

- Visit job sites weekly to review progress (daily if possible); anticipate complications; monitor safety, security, job-site appearance; gauge client's satisfaction; and check job site appearance.
- Act as a resource for leads by following through on questions, pursuing difficult information, rescheduling subcontractors and materials, making scheduling changes, troubleshooting and reassuring clients.
- Coordinate invoices and progress payments. Verify that change orders are kept up to date and priced correctly. Review change orders to see that company is earning required margin.
- Monitor Subcontractor contract compliance.

- As job nears completion, make sure client compiles punch-list. Complete job completion form. Follow up on punch-list.
- Ensure that job receives required inspections.

Post-Production

- Follow up with client concerns and questions.
- Post job reviews to determine job cost coding, schedule issues, design problems and other issues.

GENERAL DUTIES

- Actively participate in weekly safety/production meeting with all team members.
- Lead monthly safety meetings (or assign field team member to do so) and fulfill OSHA requirements.
- Coordinate laborers and carpenters.
- Track & enter all jobsite activities in Project Management software.
- Coordinate w/ Office in placement of portable toilet at jobsite.
- Compile, coordinate and schedule all warranty work.
- Research new subcontractors and suppliers.
- Keep up to date on material pricing and new products.

EDUCATION, EXPERIENCE, AND SKILLS NEEDED

- High school diploma and minimum 5-8 years experience preferred.
- Basic knowledge of remodeling and construction trades, practices, procedures, techniques, equipment, materials, specifications, estimating, quality control, cost control, safety, and applicable building codes and zoning ordinances.
- Supervisory experience.
- Strong communication skills.
- Strong mathematics skills.