



## Job Description | Project Manager

**Department:** Project Management

**Reporting Structure:** This position reports to the President of LGI

**Supervision Exercised:** Superintendents and Assistant Superintendents report directly to Project Managers

**FLSA Status:** This position is exempt and not eligible for overtime compensation

**Work Schedule:** Regular business hours including evening and weekend hours as needed

**Summary:** Responsible for managing and coordinating all necessary project resources and documentation throughout the entire project lifecycle from the receipt of the retainer from the client to completion of construction. Responsible for ensuring every assigned project is completed with a high level of quality construction & customer service, on time and on budget.

### Responsibilities are as follows but not limited to:

- Attend preliminary/introductory site visit arranged by Sales with Designer, and Architect
- Review Scope of Work, Level of Finish, Budget and Schedule with the client
- Develop a preconstruction schedule for plans, specifications, selections and cabinets with the client
- Lead client through the design-build process
- Direct preconstruction management services
- Design development management services
- Manage plan development with the client and architect
- Develop PROPOSED SCOPE OF WORK per the plans
- Confirm the PROPOSED Scope with the client
- Develop the PROPOSED Production Schedule
- Confirm the PROPOSED Production Schedule with the client
- Manage budgeting, estimating & bid negotiations
- Prepare subcontractor contracts and change orders
- Review submittals and shop drawings
- Project cost management
- Notify Accounting when homeowner payouts are due
- Subcontractor payout application reviews & approvals

- Facilitate weekly Owner/Superintendent meetings
- Weekly project status reports to President
- Create and maintain construction schedules
- Maintain owner, interior designer and architect relationships
- Present BuilderTrend and sign up client
- Prepare permit applications
- Apply for and obtain all permits
- Facilitate permits by other vendors (fire sprinklers, etc.)
- Schedule/Facilitate the production hand-off meeting
- Finalize the construction plans with the owner
- Finalize the construction specifications with the owner
- Finalize the construction schedule with President
- Finalize the construction estimate with President
- Finalize the contract addenda with President
- Schedule final contract signing with the client
- Schedule/Facilitate client meeting to obtain client signature on contract docs & contract funding
- Confirm construction schedule with client
- Confirm pending items, responsibility and deadlines
- Confirm individual team member responsibilities
- Review Change Orders and process
- Change Orders – estimate, prepare, present, and collect
- Purchasing – Submit approved Vendor Bids to Accounting for Purchase Orders
- Client close-out – schedule and attend Homeowner Orientation
- Measure, document and maintain/improve team performance
- Supervision of 2 or more full-time Superintendents/Assistant Superintendents including the authority to schedule hours and recommend hiring, firing, discipline, compensation changes, and other personnel action

**Monitor & direct Project Development team to complete:**

- Construction Drawings
- Interior Design & Selections
- Cabinetry design and selections

*Continued >>>*

**Education:**

- 4 year college degree in construction or business or equivalent work experience

**Experience:**

- 10 years experience in residential remodeling
- 5 years experience in construction management
- 5 years experience in residential construction estimating

**Required knowledge, skills and abilities:**

- Must be proficient with MS Office
- Strong communication skills, both verbal and written
- Professional and personable
- Knowledge of local area
- Ability to multi-task
- Strong Organizational skills
- Self-motivated and self-directed
- Able to plan and coordinate multiple participants' schedules
- Familiar with local building codes, building materials and building practices

**Physical Demands:**

- Able to walk long distances
- Able to travel by car
- Able to sit for extended period
- Able to climb stairs
- Able to operate standard office equipment