

LEGACY

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Functional Role **(Project Manager)**

Job Title: Project Manager
Reports to: Director of Construction
Supervises: Project Superintendent, Project Engineer
FLSA Status: Exempt
Department: Construction
Prepared by/Date: HR
Approved by/Date: February 21, 2018

We are a *customer-centric* organization that builds value through proven success in *leadership, integrity and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. A Legacy home or community respects the place and creates the space where people love being home.

Summary and skills needed.

As Project Manager you will be reporting directly to the Director of Construction and working closely with the Vice President of Operations.

Primary Responsibilities – Supports and assists the Director of Construction and the Vice President of Operations in planning, directing and coordinating construction projects by performing the day to day activities associated with project estimating, contracting and cost control for Legacy MCS to include but not limited to project administration, preparation and monitoring of schedules, preparation of buyout logs and other reporting forms related to cost control, construction contracting and schedule.

QUALIFICATIONS:

- **Education:** A 4-year degree with a concentration in Building Sciences preferred
- **Experience:** Previous experience as Project Engineer with a multifamily *or* commercial building construction contractor.
- **Attendance:** This position is exempt from overtime. It is scheduled for a typical 40- hour workweek, however, demands can be great, and the associate should expect to work significantly more hours.

ESSENTIAL JOB FUNCTIONS

- **Project Planning**
 - Review plans and specs with Project Team

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- Develop and maintain the project schedule
 - Monitor the construction progress and compliance with plans and specs
 - Monitor and assist in coordination of jobsite logistics
 - Responsibility for overall project schedule and delivery of the project to the owner on time, in budget and in accordance with regulatory requirements and quality standards
 - Conduct weekly on-site meetings with project staff and subcontractors
 - Create harmony and team building with subcontractors, suppliers, building officials, regulatory agencies, and management team.
 - Monitor the certificate of occupancy process through the receipt of all the C of O's
 - Monitor completion of punch lists and turnover of completed units to management
- **Cost Control**
 - Resolve actual and potential additional cost problems with subcontractors. Keep the Director of Construction informed as to additional costs
 - Confirm all deliveries are accurate and complete
 - Confirm all field expenses related to temporary manpower and equipment rentals are documented and charged to the appropriated party
- **Project Administration**
 - Preparation of weekly project updates and reporting
 - Competent in use of RedTeam project management software
 - Negotiate with subcontractors and suppliers to make sure they have included the full scope, best price, production capacity with durations and will meet quality expectations per the project schedule and specifications.
 - Prepare subcontract agreements with associated documents and manage the process to get them out and back signed with all supporting documents.
 - Prepare monthly applications for payment to the owner using AIA Forms G702 and 703.
 - Review submittals for conformance to contract documents
 - Tracks submittal process and logs in RedTeam
 - Assists in updating of the project as-built drawing set
 - Responsible for twice per month project schedule update
 - Tracks RFI process in RedTeam
 - Become familiar with all Subcontract documents and scopes of work.
 - Read the contract between owner and contractor with all exhibits and attachments and use it as a research document as needed throughout the project.
- **Leadership**
 - Foster a cooperative and informative relationship among the Construction Team
 - Develop team work atmosphere with the Subcontractors
 - Ensure working relationship with Management Team and address all their concerns and issues promptly
 - Communicate our vision and purpose through our service.
 - Serve as a role model and promote professional behavior

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- **Safety and Risk Management**
 - Monitor and enforce all Company Safety policies and procedures
 - Maintain construction site in strict accordance with OSHA guidelines
 - Assist in weekly on-site Safety meetings with Subcontractors
 - **Assist in** follow up of correction of all safety violations items in a timely manner
 - Coordinate safety assessments with Superintendent and/or Safety Director
 - Assist in maintaining a clean job site free of unprotected hazards
- **Field Operations**
 - Manage team in oversight of all jobsite activities
 - Instruct Superintendent in managing overall project schedule and delivery of units
 - Attend on site safety and schedule coordination meetings with Subcontractors
 - Train team in preparation of punch lists and turnover of units
 - Monitor team in securing building inspections and certificates of occupancy
 - Direct team in planning, organizing and controlling material procurement and storage
 - Assist in maintaining inventory log on sensitive materials such as appliances
 - Observe that work safety rules are being enforced and that safety is a priority on the jobsite

Additional Responsibilities

Skilled level in use of Microsoft Office and RedTeam Project Management Software

Team Player

Problem Solver

Good Communication Skills

LEGACY **CORE VALUES**

Innovative

Embrace change, solve problems, self-improvement

Do the Right Thing

Honest, integrity, and pride - no corner cutting even when hard.

Team Approach

Positive, Respectful, encouraging team player

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Customer Focus

Internally with team and externally

Perseverance

Never give up, find solutions for problems

100% complete

Passion

Use your passion as a fuel for your purpose, and encourage others
