



Assistant Project Manager of Development

Job Title: Assistant Project Manager of Development
Reports To: VP of Land Development
Supervises: None
FLSA Status: Exempt
Department: LedgeStone Development Group
Prepared by/Date: HR / September 25, 2021

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. At LedgeStone Development Group, we respect our customers, investors, and the land.

Summary and required skills:

We are looking for a long-term player who wants to learn and grow with our company. The effective results achieved by the team are paramount to the long-term success of LedgeStone, and The Family of Companies; Legacy DCS, Legacy MCS, Legacy Communities, Brewer Design Studio, and Legacy Impact Housing. A forward thinker, who keeps track of tasks in an organized manner, meets deadlines, and communicates effectively with management/owners. The environment is fast-paced and growth oriented, ideally suited for individuals who like to manage, grow, and development client relationships. Someone with a strong background in civil engineering, driven to build on current successes. Responsibilities include working on all aspects of a project, from concept to completion, including working with land acquisition team, overseeing design development, overseeing pro formas, obtaining entitlements, and managing consultants.

Qualifications:

- **Education:** BS or BA required in finance, real estate, or other relevant degree.
- **Experience:** 3-5 years of previous work experience. Demonstrated success in business development, client management and project delivery, client satisfaction, and management of project teams. Experience in preparing contract documents and specifications, as well as contract administration.
- **Attendance:** This position is full time and exempt from overtime. It is scheduled for a 40 hour work week; however, demands can be great.

ESSENTIAL JOB FUNCTIONS

- Assist with overall strategy site entitlement and due diligence effort for multiple new development opportunities across Ledgestone project portfolio.
- Assist/Manage all dates and processes within a project/ community to ensure the project progresses as anticipated including but not limited to critical dates within development agreements, leases, purchase agreements, permitting and construction.
- Assist/Manage network of engineers, architects and other consultants in guiding each project through its governmental approvals process to obtain all permits/approvals required for a project.
- Assist/Manage design consultants within the parameters of the approved site plan, budget, owner criteria and local codes.
- Assist/Manage the bidding process with the design team and approved general contractors.
- Coordinate and support the construction activities concerning all horizontal and amenity construction through the general contractor and onsite superintendents
- Communicate project status to project participants and stakeholders throughout the project to ensure critical components are not missed and risks are identified. Track all correspondence through an accountability process/ action plan
- Support all sales and marketing functions as they pertain to Project success
- Support and hold accountable all Building partners on take downs, architectural control, lot readiness, marketing, property maintenance, HOA representation and subdivision appearance

PROJECT ADMINISTRATION

- Prepare construction contracts and general conditions and associated scopes of work to deliver project
- Develop relationships with municipal officials concerning working out issues delaying issuing of building permits, final plats, construction documentation, certificates of occupancy, water meters, water and sewer inspections, telephone, internet, centralized gas and code issues
- Accountability for project and development schedules, turn to management process, progress on subcontracts, change orders, walk and turnover to management or operations or HOA
- Monitor the progress on RFI's, Submittals, subcontract preparation and signing process – Utilize the Red team software to complete these task
- Generate, monitor and report on project schedule status
- Monitor and report on Scorecard items, Quality Assurance procedures and Warranty aging.
- Assist in negotiating contract and oversee overall maintenance program for community. Create a phased program to turn over assets to communities HOA
- Development maintenance and weekly beautification schedule
- Organize Historic data from previous projects for use in preliminary estimates for future jobs.
- Coordinate with CFO for monthly forecasts of cost and profits at completion reports
- Manage Builder takedowns and spec building

SAFETY AND RISK MANAGEMENT

- Enforce compliance with company safety policies
- Field Safety Compliance using Ledgestone safety consultants
- Manage a safety rating system to measure safety compliance per project and as determined by OSHA

FIELD OPERATIONS

- Coordinate with the General Contractor to ensure a smooth transition from preconstruction to construction start up
- Report Quality Assurance progress and final acceptance of work
- Assist with recruiting required general contractors to execute work
- Work directly with all necessary public official ensure timely delivery of Certificates of Occupancy
- Monitor punch lists and turnover of completed units to Management within schedule

Additional Responsibilities

Skilled level of Microsoft Office

Team Player

Problem Solver

Good Communication Skills

LEDGESTONE
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

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

Check all boxes confirming read and received.

- I have read and understand my job duties and responsibilities.
- I have read and commit to following Legacy's Core Values.
- I have received my Traction book and I commit into reading it within 60 days.
- I have received and understand the Accountability Chart for the Company and my department.

Signature - Employee

Date

Signature – Manager

Date