



Development Construction Manager

Job Title: Development Construction Manager
Reports To: VP of Land Development
Supervises: None
FLSA Status: Exempt
Department: LedgeStone Development Group
Prepared by/Date: HR / July 2022

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 and 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 the 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 and grow business; development client relationships; someone with a strong background in civil engineering and construction, driven to build on current successes. The position of Development Construction Manager directly reports to the President and Vice President of The LedgeStone Group ("LDG"). This position will interface daily with the various project development teams within LDG. This position will facilitate the construction operations of multiple product types developed by The LedgeStone Group. This includes single family for sale and rent, condo product for sale, townhouse product for sale and rent, apartments (Internal and external customers).

Qualifications:

- **Education:** BS or BA referred in relevant field
- **Experience:** Five years of previous work experience. Demonstrated success in overseeing of construction project teams.
- **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

- Review of construction hard costs in all investment proformas
- This position, in coordination with the Project Development Manager, will coordinate comprehensive bid packages to be sent to the General Contractors for pricing. This is done at concept, design and development and final construction documents.
- This position will be the point of contact for all bidding questions from the General Contractors that may require communication with the design teams.
- Review the construction documents at design and development and permit stage with the General Contractor for constructability and value engineering exercises.
- This position will review all proposals from the General Contractors with the Project Development Manager to insure a fully qualified and supported budget exists.
- This position will assist the Project Development Manager in the completion of the General Contractor's Contract tied to a completed set of construction documents.
- Make weekly visits to all construction sites meeting with one point of contact with the General Contractor. These meetings are to review progress on contract schedule, quality control issues, safety concerns and potential financial risk to the project. (Review PCOR logs)
- Coordinates the timing and deliverables with the Project Development Manager for the monthly Owner/Architect/Consultant meetings.
- Provides a two-page summary of the project monthly to the Project Development Manager.
- Ensures that project design team is timely in their responses to RFI and Submittal reviews.
- Coordinates with the General Contractor that required third party inspections are taking place in a timely manner with timely close-out of outstanding work activities.
- Will assist the marketing team and the General Contractor with upgraded construction selections.
- Project punch-out activities in coordination with LedgeStone Closing Team
- Assists various LedgeStone teams with Project Close-Out Activities

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