

Construction Project Manager and Investor's Representative

JOB DESCRIPTION

Who are we:

We are a local, well-established company who has been doing business in the Capital Region for over 25 years. We are expanding with a subsidiary that will allow a new and dynamic opportunity. We are seeking a Construction Project Manager to join our team. The role will involve overseeing numerous, ongoing multi family projects as the Investor's Representative, as well as actively managing other projects from Heritage restorations to custom homes to land development. We are an active, nimble company that looks at all opportunities. We are a small group who want to do interesting projects with a driven team. This role will report directly to the Director of Construction and Development and will be a major part of our growing team. As we are a small company, we strongly encourage your voice to be heard.

Who are you:

This role is ideally suited to someone with extensive experience as a project manager and/or site superintendent on multiple Multi Family projects in the past. Ideally you have managed at least 8 projects, all of which were worth over \$10 million dollars. Your 15 plus years of experience have served you well in managing budgets, schedules and building completions. You are familiar with all aspects of construction and have the necessary skills and abilities to manage projects ranging from 25 to 100 units. Your specialty is wood frame townhouses and low-rise apartments. Additionally, if you also have custom home or renovation experience, that would be a bonus.

Responsibilities:

Investor's Representative Role:

- Supervise the general contractor on all our multi family projects.
- Provide the GC with prompt and accurate answers to any questions that arise during construction.
- Assist with communication between the GC, architects, engineers, trades, and sales team.
- Identify schedule, technical, and financial risks well in advance of them becoming problems and take appropriate action to mitigate them.
- Provide regular reports to the Director of Construction and Development and the CFO.
- Enforce the terms of the CCDC contracts with the GC.
- Evaluate the quality of the construction work, maintaining deficiency records and punch lists in collaboration with the GC's project manager and superintendent.
- Review cost reports and schedule from the GC.
- Oversee and track all RFI's.
- Review, and provide Quality Control on shop drawings and submittals in a timely fashion.
- Field inspection of the job sites on a regular basis, as required to ensure compliance with the requirements of the construction contract.
- Attend trade, consultant and ownership meetings as required for each project.

Construction Project Manager Role:

- Approve all construction operations including budgets and schedules.
- Put together the consultant teams and coordinate all working drawings.
- Procure sub trades and materials.
- Assist Director in hiring site staff as required.
- Work with Site Superintendent to complete the projects on schedule and on budget.
- Provide detailed monthly reporting to the Director of Construction and Development.
- Properly code and approve all invoices.
- Work with municipality to obtain occupancy permits, close out projects and provide continued support through the deficiency and warranty period.

Qualifications:

Must Have:

- 10+ years experience in multi family, wood frame construction as a Project Manager or Site Superintendent.
- Completed 5 multi family projects from start to finish, each one worth more than \$10m in construction costs.
- The ability to evaluate the work of all structural, envelope, mechanical, electrical, and finishing trades.
- The ability to communicate with everyone from site staff to bankers and do so in a way so they understand the state and progress of the project.
- A familiarity and understanding of all aspects of construction project contracting, project management and site operations (including budgets and schedules).
- Proficient computer skills that allow you to easily learn how to deal with different types of software.

Nice to Have:

- Prior experience with Heritage renovations
- Prior experience building single family custom homes.
- Local knowledge and local trade contacts.
- Knowledge of Pro-Core.

What we offer:

- An exciting work environment in a small nimble team.
- A competitive salary of \$125,000 - \$145,000 based on your experience and commitment.
- Comprehensive benefits package.
- Bonus plan, vacation plan and other benefits tailored to your personal needs.