

## **Project Manager**

### **MAIN RESPONSIBILITY:**

At the project level, this role reviews new projects with estimating, coordinates with the design team to ensure each design is buildable and within budget, and manages the day-to-day schedules of jobs under construction. Under this leadership, Red House projects stay on time and budget from the Sales/Design handoff through the issue of warranty statements. Job sites are always clean, productive, and panic-free (organized & efficient) – giving homeowners total peace of mind. The Project Manager represents the company for all project-related items after handoff and is responsible for maintaining a high-performance team. This position must demonstrate the company's core values of *Excellence, Accountability, Service, Collaboration, and Urgency*.

**Accountabilities:** include, but are not limited to, the following:

- Client Experience:
  - Lead Project Meetings with clients weekly and send out project meeting notes to maintain transparency and communication with all stakeholders (Designers, LCs, Owners, etc.)
  - Promote and lead our process to advance and manage projects for success
- Production Planning:
  - Maintain a detailed project schedule for all jobs under your management
  - Project Buyout - Materials, subs, vendors, and in-house labor
  - Evaluate subcontractors quarterly, and negotiate pricing and terms
  - Oversee ordering and logistics
- Management of Jobs:
  - Maintain a complete understanding of each job
  - Responsible for approving the project package after handoff and before the PPM
  - Job visits during production; progress, quality, safety, signage, cleanliness & security
  - Manage day-to-day operations and schedule of each job
  - Create “buy-in” from the production staff through mentoring
  - Schedule and attend milestone meetings with client and LC; prepare & sign forms with the clients
  - Ensure each project has daily logs
  - Attend weekly project meetings and publish notes
  - Manage scope of work and any changes
  - Quality assurance
- Financial:
  - Meet position's financial goals through effective management of projects
  - Review weekly budget reports and review with Production Department monthly.
  - Identify cost concerns in with estimating/sales dept
  - Manage invoice coding/payment approvals
  - Pickup of scheduled payments
  - Ensure the profitability of production-related activities
  - Submit a monthly financial report on each project
- Personnel Supervision

- Ensure RHDB employees comply with all Employee Handbook protocols, policies, and agreements
- Supervise field staff and subcontractors and ensure 3 Week Look Ahead Schedule is updated weekly
- Evaluate production staff annually with quarterly check-ins
- Document company procedures and train/mentor employees and subcontractors in RHDB Standards & expectations
- Consistently guide & mentor Lead Carpenters and Carpenters for better efficiency, the highest level of quality, and impeccable customer service
- Effectively maintain & grow a high-performance team of carpenters, helpers, and/or trainees to meet the needs of the company: including hiring, training, and ability to exclude from your jobs
- Participate in and promote professional development for yourself and all production staff employees

### **MINIMUM REQUIREMENTS:**

- Achieve & maintain NARI Certification in one or more areas, EPA RRP Certification, and CSL
- Minimum 5 years of full-time experience in managing residential remodeling projects (10 years preferred).
- Professional degree, preferably in construction management or equivalent professional experience.
- Proficiency with MS Office, Google Docs, and cloud-based software.
- Excellent communication skills.
- Ability to lift up to 40 lbs regularly