

LIGHTHOUSE CONSTRUCTION

JOB DESCRIPTION

POSITION TITLE: Project Manager

STATUS: Salary/Exempt

Department: Construction

Report To: Operations Manager

Purpose of the Job

The Project Manager is accountable for organizing, coordinating/directing and managing all production activities in assigned construction projects with thorough understanding of project management principles and application of those principles. Must maintain ongoing, effective communication with all parties involved to include but not limited to customers, employees, independent contractors and vendors. The Project Manager must have a good knowledge of the construction industry and trades. The Project Manager must insure excellent communication and quality of service at all times, following company standards.

ESSENTIAL RESPONSIBILITIES & DUTIES

1. Assist with hiring and training lead carpenter and temporary employees in accordance with all company policies and specific to equipment and procedures for water and fire damage.
2. Supervise the daily activities of all employees/tradesman/subcontractors in production department through daily written assignment of activities.
3. Work with the estimator on all projects as it relates to completion of work.
4. Work with estimator on project preparation components relating to running the project - helping to put numbers together for Subcontractors, Tradesman, Labor, materials etc.
5. Review estimates as needed to check for accuracy of scope, as well as profitability (proper minimums).
6. Work with estimator/designer to review plan/specifications and drawings when in the planning/design phase to ensure proper preparation for when the project is sold and work starts.
7. Work with estimator on all change orders once the project has begun to ensure proper scope, expected job costs and margins to work the change order into the project flow.
8. Schedule the completed work order to include pre-construction on-site meetings when appropriate, sequencing, timing, master scheduling, and tradesperson assignments.

9. Responsible for file and project documentation requirements of all pertinent information and conversations to include working files and computer systems according to standards and procedures outlined by senior management.
10. Maintain an open line of communication with the client, subcontractors, team members to accomplish the work to be performed from start to finish of the project.
11. Recruit and maintain a pool of qualified tradespeople, subcontractors and vendors to successfully complete all jobs.
12. Develop and maintain a tradesperson selection process to ensure that high quality standards and operating procedures are adhered to according to company policies.
13. Inspect production of every job in progress and at completion to insure the highest quality service. Document as needed.
14. Manage punch list process to completion, obtain completion certificates when appropriate, and assist Estimator with collection process when possible.
15. Ensure that customers are treated with the utmost courtesy and professionalism, by training employees and monitoring customer satisfaction.
16. Ensure to maintain details of client information and job information - phone lists, e-mails, daily logs, safety logs, equipment checklist, etc.
17. Maintain job-site safety - knowing that you are responsible for the safety of team members and tradesman on your assigned job sites.
18. Maintain accurate records to include but not limited to the following - working with the Field Operations Manager:
 - a. Hourly payroll & time records
 - b. Training
 - c. Employee applications
 - d. Disciplinary Action Taken

Some of these records can be coordinated with management.

19. Work independently within Restoration division and coordinate Field Operation activities with administrative department to include Accountant, Customer Service Representative, Estimates, Project Managers, management and so on.
20. Provide input on determining optimum and fair unit pricing with management.
21. Maintain open communication and schedule meetings with management and/or Estimators/Project Managers to communicate trends, problems, give recommendations, and ask for appropriate advice and counsel.
22. Keep abreast of industry standards; attending industry conventions and seminars when appropriate to enhance professional growth and development.

23. Do your part to keep the warehouse organized and assure vehicles are prepared for after-hours emergency losses and prepared for next day work scheduled.
24. Consistently view job progress through the "Customer Eyes."
25. Maintain communication with property owner.
26. Participate in the collection process when necessary.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Attend necessary meetings, be willing to accept continued education to stay current with new technology and methods as requested by senior management.
- Assume responsibility for professional development.
- Cover for peers during vacations and other times of need.
- Participate in the orientation of new staff as requested by management.
- Support the success of the company through all actions with honesty and integrity.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge and skills.
- All other duties as required or requested by management.

SUPERVISORY RESPONSIBILITIES: Ability to hire and manage a growing team of Production Technicians. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel. Provide motivation, direction, review and feedback of assigned tasks.

QUALIFICATION RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate degree preferred. Construction management training and/or experience helpful, ability to develop a team of individuals and excellent customer skills a must.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and

respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusion. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER OPERATIONS: Proficient personal computers skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, CAD type programs, etc. This proficiency would also apply to the use of technology of a smartphone.

PLANNING/ORGANIZATION SKILLS: Ability to prioritize tasks and handle multiple projects simultaneously, work independently or as a team member, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have and maintain a valid driver's license without a DUI conviction, maintain automobile insurance coverage and have access to an automobile.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may from time to time be required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee frequently lifts and/or moves up to 50 pounds. There may be occasions in which the employee is required to lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), Distant vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Will be required from time to time to work in wet or humid conditions, work near moving mechanical parts, work in high precarious places, be subjected to fumes or airborne particles, toxic or caustic

chemicals, outdoor weather conditions, and have risk of electrical shock, and vibration.

Physical activity level is moderate performing somewhat strenuous daily activities of a primarily product/technical nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

WORK SCHEDULE/HOURS: Employee is expected to work during the normal business hours. In addition, the position will require from time to time, to work outside the regular hours depending on workload so that all work is completed to maintain customer satisfaction.

OSHA CATEGORY: This position performs tasks that may involve exposure to blood, body fluids, or tissue. All employees are offered the opportunity to receive the Hepatitis B vaccination series.

TRAVEL: Overnight travel by land and/or air may be required from time to time.

COMPENSATION: The Project Manager position will be compensated with a salary. Bonus may be considered but left to the complete discretion of Management.

COMMENTS: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Approved By:

Supervisor's Signature _____ **Date:** _____

I acknowledge that I understand the job duties and responsibilities of the Project Manager's job description.

Employee's Signature: _____ **Date:** _____