



cortlandpartners

**Project Manager
Exempt Position
Job Description**

JOB SUMMARY:

The Project Manager (PM) will handle the day-to-day on specific projects related to renovations or new construction. The PM will work closely with the CM throughout the construction/renovation life of the project. The PM will be responsible for ensuring all daily construction related issues are being addressed and is responsible for ensuring smooth transitions between sub-contractors working on-site. The PM plays an important role in producing quality deliverables, on-time and within budget

ESSENTIAL DUTIES:

- Familiar with the procurement of construction services, contract award & buy-out, authoring of RFI's, AIA industry-standard documents and exhibits and ability to produce contract documents.
- Contract Administration – Ability to process contractor pay applications, evaluate and process change orders, analyze and maintain tracking sheets and records, perform inspection walks with bank inspectors, inspect and approve work in place, document stored materials and monitor punch/warranty work.
- Management, coordination, and inspection of contractor work while project is in progress and be able to contribute feedback that might make work safer, cheaper, cleaner, lower impact or any other way improve the operational success of the projects
- Regularly conduct construction meetings, prepare & distribute meeting minutes, track change order requests, track problem issues and react to feedback from Property Management personnel, prepare reports on project details and communicate overall project goals and details to senior asset/investment/construction managers
- Maintain project management logs (RFIs, changes, submittals, construction documents, FF&E, close-out)
- Familiarity with accepted buildings practices, materials and techniques, knowledge of common and general code requirements, ADA requirements, mechanical systems and components, permitting processes and requirements, market pricing and lien waivers.
- Assist Construction Manager with controlling and monitoring project budget & schedule
- Assist Construction Manager with pricing exercises, generation of take-offs and quantities for work, administration of individual/special projects, interaction and communication with organizational stakeholders (Investment/Asset Managers, Senior Managers, Property Managers, Maintenance Managers, Architects, Design staff, Accounting Staff)
- Ability to assist Construction Manager on due diligence walks – assess property conditions, estimate repair and construction costs, mark-up site plans with work locations, creation of DD reports and projected budgets, assessment of landscape and drainage conditions, taking and publishing photos of work examples and written summaries of overall property attributes
- Understanding of building science concepts related to energy efficiency, building envelope sealing, mechanical systems, insulation, window and siding, measurement and reporting of unit energy audits, compilation of applications and documentation necessary to apply for rebates, ability to work with third-party testers, processors and utility personnel, ability to track rebate totals and evaluation of future projects.
- Other related duties as assigned by Supervisor

KNOWLEDGE/EXPERIENCE REQUIRED OF THE POSITION:

- Ability to manage multiple projects at different stages of renovation/construction
- Understanding of legal contracts, AIA documents and other related construction draw forms
- Ability to communicate with all levels of Associates
- Understanding of the due diligence process and associated deliverables
- Computer skills to allow for creation of spreadsheets
- Familiar with in Timberline, Microsoft Project, or other Gantt means scheduling software
- Understanding and management of bid process
- Analytical and costing skills

EDUCATION AND EXPERIENCE REQUIRED:

- Minimum of 3 years of real estate experience required
- Experience in the construction field in either new construction, renovation and rehab, development, commercial preferably in the multifamily or hotel construction/renovation sector
- Bachelor's degree preferably in construction management, construction/building science, engineering, business management or architecture and design
- MS Word, MS Excel, Interpersonal Skills, MS Project, Adobe Acrobat, Professional demeanor and comportsment

SUPERVISORY RESPONSIBILITY:

- NA

SUPERVISORY CONTROLS:

- The Project Manager reports to the Construction Manager.

PHYSICAL DEMANDS:

The work could be physically demanding.

WORK ENVIRONMENT:

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, or commercial vehicles. The work area is adequately lighted, heated, and ventilated, except when working on items outside of the office environment. The on-site environment can involve outside work, exposure to heat or cold and some potential physical construction activity.

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

I have read and accept my responsibilities:

SIGNATURE: _____ DATE: _____