



**POSITION TITLE: Multi-Family Project Manager - Construction**

**FLSA CLASSIFICATION: Exempt**

**REPORTS TO: VP of Construction**

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### **THE ANNEX GROUP'S MISSION STATEMENT**

**To create a positive impact with the people who live, work and are involved in our communities.**

**The Annex Group is seeking qualified individuals searching for careers not jobs and can operate with a team first approach. If you are someone who wants to assist in our mission and make an impact, come join our team.**

### **POSITION OVERVIEW:**

Provide leadership and oversight for the day-to-day operations and project administration activities for all assigned construction projects. Manage a staff of Superintendents, Project Engineers and Project Support staff. Assist in the development and implementation of corporate policies and procedures to achieve established corporate goals and support the corporate mission statement.

### **ESSENTIAL FUNCTIONS:**

Include but are not necessarily limited to the following:

- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources
- Minimizes exposure and risk by implementing standards and quality assurance controls
- Coordinates work of subcontractors working on various phases of multiple projects
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to ensure all specifications and regulations are being followed on all projects
- Responsible for proper administration of construction contracts and obtaining all necessary permits and licenses. This includes all buyout and subcontract negotiation
- Supervises Project Engineers, and Superintendents; reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies
- Tracks and controls construction schedule and associated costs to achieve completion of projects within time and monies allocated
- Reports to Owner, Architects, and the Director of Construction about progress and any necessary modifications of plans
- Conducts project meetings
- Manages day to day operational and tactical aspects of multiple construction projects in a supervisory role

- Manages day to day client interactions and expectations, directly or in a supervisory role
- Accurately forecasts project specific revenue, profitability, and costs
- Proactively identifies changes in project scope and ensures appropriate measures are taken
- Forecasts changes in scope and revenue as necessary for projects
- Administers submittal review process between Subcontractors/Suppliers and design team with help of Superintendents and Project Engineers
- Final Review of submittals and shop drawings
- Assist and support Superintendent with QA/QC
- Subcontractor and work force coordination with support from Superintendent
- Subcontractor/Supplier solicitation and relationship management
- Extensive work using project management software
- Experience working with Microsoft Office products (Word, Excel, Outlook, etc.)

### **QUALIFICATION REQUIREMENTS:**

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.

- Bachelor's degree from an accredited institution in construction management/technology, engineering, architecture, or business
- A minimum 5 years combined experience in Project Management, preferably in multi-family development
- Demonstrated ability to manage multiple concurrent projects while continuing to meet project deadlines
- Excellent problem-solving, analytical, organizational and time management skills
- Excellent verbal and written communication skills

### **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.

- Frequent walking, standing, sitting within the work area
- Driving to/from locations for business-related purposes
- Routine travel requiring air travel and overnight stay
- Walking, observing, and documenting activity in and around job sites

### **WORK ENVIRONMENT:**

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

- The work environment is that of a fast-paced office with minimal to high noise levels
- This position requires working independently as well as part of a team
- This position requires verbal and face-to-face contact with others daily
- Frequent use of a computer is necessary as well as all general office equipment
- At times while on site this position will be exposed to routine job site hazards and thus appropriate safety precautions will need to be adhered to in strict accordance to OSHA

