

Project Manager Job Posting – Landmark Group of Builders (Arizona), Inc.

Job Opportunity

Re: Residential SFD/Multifamily Project/Construction Manager

Landmark Group of Builders is seeking an experienced project/construction manager who has excelled in leading a team to build on time, on budget, and with top quality. The project manager will work closely with the management team to deliver a quality product to its target consumer group.

Job Profile

As a member of the management team, the Project/Construction Manager is responsible for the overall direction of field construction activities, in the most effective and efficient manner possible to attain company financial goals and objectives. To achieve this objective, the responsibilities of the Project Manager encompass the following:

1. Job start coordination, planning and progress monitoring of single or multi-family units in an effective and efficient manner, with accountability for the costs, cost control, variance purchase orders, scope, zero-deficiency, quality standards, and timeliness of construction activities.
2. Develop, train, guide and maintain competent construction members with know-how in all aspects of residential construction, project schedules, cost control capabilities and providing leadership, mentorship, direction, and assistance to each.
3. Determine tools, systems, hardware, reports, metrics, targets, benchmarks and other resources that would provide construction team trade members ability to deliver expected results. Managing performance and progress of each job or project in accordance with defined scope, scheduled milestones, estimated cost, quality expectations, building code requirements, and Company and OSHA safety regulations and guidelines are paramount.
4. Manage supplier, contractor, trade and business partner relationships, ensuring timely, cost effective, and quality delivery of material, service, craftsmanship and installation, as it relates to construction activities.
5. Provide a high standard of customer service (both external and internal) for the Company, through, proper and timely communication, effective quality control, timeliness in construction completion, and achieving high levels of customer satisfaction at occupancy, as well as at each phase of construction.
6. Educate and enforce compliance with applicable building and safety codes within state, federal, and municipal jurisdictions both internally and externally.

Core Responsibilities:

- Oversee the Pre-Construction and Construction Process
- Conduct inspections
- Manage invoices
- Oversee trade selection
- Oversee and manages all trades and suppliers
- Works with Sales Department
- Resolves Construction issues in a timely manner
- Estimating both for site development and overall building cost and budgets.
- Ensures and maintains quality control on and off site at all times
- Scheduling
- Project time management
- Works with all City and Municipal disciplines
- Has a working knowledge of Revit and BIM technologies.
- Has the capability to be very efficient with meeting deadlines and time tables as they are assigned.
- Ability to educate and enforce safety and local/national and international building code compliance within local jurisdictions.
- Provide a high standard of customer service both internally and externally and throughout the entire phase and process of various building stages.

Other areas:

- Maintains up to date construction training and knowledge
- Attends meetings
- Performs additional duties as required

Educational & Certification Requirements

1. Completion of a Construction and/or Building Technology Degree.
2. Minimum 10 years of single and multifamily construction experience preferred.
3. Experience in Project Management.
4. Ability to precisely read blue prints, schematics, field/electronic drawings and plans.
5. Strong Management, delegation, planning and leadership skills.
6. Advanced knowledge and working skills with E-Mail, Outlook, Word and Excel & other scheduling tools.
7. Ideal candidate will have a General Contractor's License, or have the prerequisite experience necessary to obtain a residential GC license within first 6 months of employment.

Skills and Abilities:

1. Results oriented individual with the ability to interpret and effectively manage multiple priorities and time lines.
2. Understanding fundamentals of contracts and experience in managing contractors under the terms of a contract.
3. Demonstrated commitment to continuous self-improvement.
4. Excellent interpersonal skills.
5. Strong organizational skills.
6. Ability to work under pressure.
7. Superb creation and facilitation of meetings, feedback sessions, and briefings in order to create consensus among stakeholders.
8. Able to effectively communicate with all types of staff, including laborers, technical, professional, and upper management.
9. Able to effectively communicate both verbally and in writing.
10. Able to build and maintain lasting relationships with key managers, and other stakeholders.
11. Demonstrated ability to exercise necessary cost control measures.