

Job Description

Position Title: Project Manager – Multifamily Construction

Reports To: Vice President of Residential Construction

Job Summary:

The Project Manager will oversee all phases of Multifamily Residential projects, from preconstruction through to closeout. The initial role will specifically involve managing a **\$50,000,000, 200-unit multifamily project**. This includes leading internal project teams, subcontractors, and vendors while ensuring that project milestones are met on time and within budget. The Project Manager will coordinate efforts across multiple departments and ensure effective communication throughout the project lifecycle.

Key Responsibilities:

- **Project Oversight:** Manage the overall project from concept to completion, ensuring alignment with client goals and project specifications. Oversee project teams, schedules, and budgets, with a primary focus on a **\$50,000,000, 200-unit multifamily project**.
- **Bid Management:** Coordinate the bid process, including obtaining subcontractor bids, developing scopes of work, evaluating value engineering (VE) options, and finalizing project schedules and budgets.
- **Preconstruction:** Finalize and award subcontracts, manage submittals, and coordinate with the development team, local authorities, and utility providers. Provide oversight to team members supporting preconstruction activities.
- **Construction Management:** Oversee the day-to-day construction process, ensuring that work is performed according to plans, specifications, and safety standards. Manage project teams, subcontractors, and vendors to ensure project objectives are met.
- **Project Closeout:** Ensure a smooth project closeout, including completing the punchlist, final inspections, and any required documentation.
- **Scheduling & Budgeting:** Develop and maintain detailed project schedules, track progress, and monitor costs. Prepare and submit budget estimates and ensure that the project stays within financial and time constraints.
- **Quality & Safety:** Maintain high-quality standards throughout the project lifecycle. Implement safety measures and enforce compliance with industry standards and local regulations.
- **Communication & Coordination:** Act as the primary point of contact for clients, subcontractors, vendors, and the project team. Regularly communicate project status and resolve issues promptly.
- **Documentation:** Process paperwork including change orders, client proposals, and invoices. Ensure accurate tracking and reporting of costs, progress, and forecasts.

Qualifications:

- **Experience:** Minimum of 5 years of experience in construction management. Experience in managing large-scale multifamily projects is preferred.
- **Education:** Bachelor's degree in Construction Management, Engineering, or a related field (or equivalent professional experience).
- **Skills:**
 - Strong knowledge of all construction trades and scopes of work.
 - Proficient in MS Project, MS Word, Excel, and Outlook.
 - Estimating and on-screen takeoff experience is a plus.
 - Excellent communication skills, both written and verbal.
 - Strong organizational and multitasking abilities.
- **Additional Requirements:**
 - Ability to work under pressure and coordinate multiple tasks and teams.
 - Commitment to client service and achieving customer satisfaction.
 - Regular on-site attendance at project jobsites is required.