Project Manager

Pillars Development is seeking a qualified candidate for the position of Project Manager. This is a contracted employee position that will be administered via annual contract from a mutually agreed start date. The position will report to the firm’s Principal and work with a project management team and client(s).

The Project Manager (PM) will assist in leading the project management team. The PM will be responsible for managing the design team, third party consultants, and the contractor/construction manager throughout the construction process and transition into occupancy. Primarily responsible for: oversight and monitoring day-to-day activities involving project management, design, and construction management; quality control and assurance. Responsibilities also include budgeting, scheduling, organization, and implementation of smaller or related projects. This position will also maintain relationships with construction manager personnel, subcontractors, suppliers, specified manufacturers, architects, engineers, city/county/state officials, and representatives for associated parties. The PM will work on all phases of the project, including planning, predevelopment, design, and construction. This role will support transition into occupancy if desired or deemed necessary.

Pillars Development is a growing company with an interest in private development. While this position will be primarily focused on performing project management for a public client, there are opportunities for this position to participate in and lead activities for the Development Services arm of the company. For that reason, in addition to the below requirements, background in pro forma, architecture, design, civil engineering, landscape architecture, etc. are welcome and a plus.

Potential Projects: Civic Infrastructure, Large Civic Special-Use, Multi-Family Residential

Estimated Start Date: mid-to-late September 2020          Position Type: Full-Time

Responsibilities:

- Attend project management, construction, and design meetings as necessary as necessary
- Oversee and direct planning and construction projects from conception to completion
- Review the project in-depth to assess schedule of deliverables and estimated costs
- Keep a working knowledge of specifications and construction methods, as well as reasoning for them
- Oversee all onsite and offsite construction to monitor quality and progress
- Tracking of bid packages, change orders; and monitoring of subcontractor and site activity
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and assist in obtaining permits
- Monitor all project activities to analyze, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques
- Geotechnical testing and field report tracking
- Availability for early morning, late evening and weekend construction monitoring
- Mentor and train assistant project managers and interns (if placed)
- Coordinate and inform government agencies and stakeholders as necessary
- Perform duties and responsibilities under the direction of direct supervisors as needed

Requirements:

- At least two years of experience as a Project Manager in the real estate/development or construction-related industries
- A 4-year degree or equivalent experience
- Team player with excellent communication abilities – both oral and written
- Well organized and detail oriented
- Proficiency in Microsoft Suite applications, construction management software(s)
- Technical skills, architectural, engineering, civil backgrounds all a plus
- Experience with both in-office and onsite project management
In addition to the duties listed above, it is to be understood that Pillars Development is a community-cultured organization, and that all personnel represent the company in management style, public relations, marketing, and business development ideals and goals. Our firm is committed to fostering a diverse workforce and is proud to be an Equal Opportunity Employer.

COVID-19 Related Information
Pillars has taken safety measures in response to the current public health crisis by supplying any necessary supplies for sanitation and the infrastructure for remote work. Pillars is technologically equipped to support a virtual workforce.

For this position, in-person and physical interaction requirements vary per jobsite. Most meetings are still conducted virtually; otherwise, there may be daily/weekly presence/stationing at a jobsite with some small meetings of 25 or less in a job trailer or office setting. Though a mask may not always be required, we ask that Pillars personnel take appropriate precautions by wearing a mask when social distancing is challenging or impossible. All personnel must wear a mask when on a jobsite and follow all safety directives.

About Pillars Development
Pillars Development is a land use development company that engages in all phases of development, following the tenets of Curiosity, Creativity, and Community. The Nashville-based firm was founded in 2013 with the aim to guide intentional, thoughtful designs and program execution in an efficient manner to meet the needs of our clients and exceed their expectations. Pillars Development employees enjoy competitive pay and a range of benefits.

To apply, please submit a cover letter and resume to info@pillarsdevelopment.com.