



Description: Project Manager-Superintendent Hybrid Role

Project Manager Job Responsibilities:

- Perform detailed estimates and quality sales presentations for prospects and repeat clients.
- Financial management of projects: ultimately accountable for accurate estimates, billings, receivables, payables and profitability.
- Analyze revenue versus job costs on each project.
- Sales, Prospecting & Business Development:
 - Out-going & incoming sales calls via phone (new prospects & existing clients)
 - Relationship building: Owners, Architects, Designers, Engineers, etc.
 - Participation in business & industry groups (NARI, HBA, Chamber of Commerce, etc.)
 - Relationship building with vendors
 - Nurture existing client relationships
 - Referrals & Introductions
- Work with Manager to create an individual annual sales and profitability budget.
- Meet with Superintendents at regularly occurring jobsite meetings.
- Review plans, pricing and schedule with Superintendent during pre-construction of and throughout the job as necessary.
- Completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job.
- Manage projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction.
- Act as a mentor to and assist in the training of new Project Managers.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Identify trends in the market by researching industry and related events, publications, and announcements.

Superintendent Job Responsibilities:

- Completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job
- Manage multiple projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction
- Keep progress of jobs on track as pertaining to schedule, work orders, and time data
- Enter job data (daily progress logs, work orders, change orders, photos, schedules and time data) into project management program
- Review plans, pricing and schedule with Project Manager during pre-construction of and throughout the job as necessary
- Meet with Project Managers, subcontractors, owners and architects at regular jobsite meetings
- Responsible for all inspections to be completed and passed
- Inspect job site for cleanliness every day
- Keep company vehicle consistently clean inside and out



Qualifications:

- 10+ years of residential construction industry experience; custom residential preferred
- Bachelor's degree preferred (with solid academic standing); degree in construction management or engineering preferred
- Ability to read plans and experience in estimating residential projects
- Microsoft Excel, Word and Outlook experience
- Professional appearance
- Strong organizational skills and attention to detail
- Ability to multitask and manage the demands of numerous projects
- High level of customer service skills; focus on responding to and anticipating client's needs
- Shows leadership characteristics and ability to complete tasks without direct supervision
- Strong personal and business ethics
- A driven, passionate and career-minded individual
- The willingness to do whatever is necessary to provide a superior customer experience
- Civic minded and actively involved in his or her community