

## **POSITION OVERVIEW**

The Project Manager is responsible for the timely completion of a quality home. This position primarily works with outside subcontractors and work closely with Site Managers (who manage volunteers) and the Purchasing Manager. The Project Manager oversees many projects at once; coordinating deliveries and making sure contractors meet deadlines and quality expectations. This position is also responsible for getting required inspections and utility meters in a timely manner.

## **PRIMARY RESPONSIBILITIES<sup>1</sup>**

- Ensuring the timely completion of a quality home
- Managing contractors to stay on schedule, meet quality standards, and complete their entire scope of work
- Ensuring contractors maintain a safe and organized work site
- Ordering materials and coordinating timely deliveries
- Posting informative Buildertrend daily logs with pictures daily
- Communicating with Director of Construction Projects on daily basis on updates of their builds
- Performing quality inspections at all stages of build
- Ensuring contractors are completing scopes of work to our satisfaction
- Getting required building inspections in a timely manner

## **ACCOUNTABILITY ITEMS**

- Quality Home
- Timely Completion of Home
- Managing Contractors
- Coordinating Deliveries

## **KNOWLEDGE, SKILLS & ABILITIES<sup>2</sup> -**

- Ability to coordinate and delegate the work of others
- Ability to multitask with strong organization skills and meeting deadlines.
- Ability to work a flexible schedule.
- Detail oriented and highly organized
- Ability to compile and interpret comprehensive reporting.
- Ability to work both independently and with a team.
- Maintains regular, timely, and dependable attendance.
- Ability to legally and safely operate a motor vehicle
- Demonstrate solid communication and listening skills
- Ability to oversee several homes at once that are under construction
- Basic knowledge of residential building code and common code infractions



Project Manager  
Construction

2025

Job

Description

Reports to Director of Construction Projects  
FLSA Status: Exempt  
Full-Time

- Basic knowledge of how to use Microsoft Excel, Microsoft Word, internet browser, and Microsoft Outlook.

#### **EDUCATION, EXPERIENCE, & CREDENTIALS**

- Relevant college degree or commensurate level or construction specific project management experience of at least 3 years.

#### **PHYSICAL REQUIREMENT TO PERFORM THIS JOB <sup>3</sup>**

- Utilize the telephone and communicate with others, inside and out of the office environment
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Must be able to move about rough terrain at site locations
- Climbing, pushing, shoving moving on occasion
- Ability to lift 50 pounds

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_ Date:\_\_\_\_\_