

Multifamily Construction Superintendent/PM

Introduction

PRECISION is a national construction company specializing in the rehabilitation and new construction of multi-family real estate. We offer full spectrum Construction Services, custom tailored to the needs of our clients.

Our specialization allows us to provide the most competitive pricing and scheduling, and our transparent methodologies offer stakeholders' unparalleled understanding of the various options available for a given project.

PRECISION Is a Certified B Corporation

Joining over 3200 companies desiring to be a force for good, we are the largest contractor/builder across the United States to earn this designation. B corporation certification is a highly selective status, and we are proud to be recognized for our commitment to sustainability, social responsibility, transparency and accountability.

Our portfolio is filled with many success stories, but we're most proud of the strong relationships we have built and continue to grow. Our relationship-centered approach starts with our employees. We are looking for people who embody our values, and who take ownership in their work and value building and maintaining relationships every step of the way. We take pride in our desire to become better every day, providing our employees with opportunities to develop both personally and professionally.

The Opportunity

As a Project Manager for Precision General Commercial Contractors, Inc., you will be assigned to one or more projects (depending upon need and size of projects). You will report to one or more of the following: Senior Project Manager and/or Project Executive. You will be expected to comply with the Precision Employment Handbook.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs other duties as required and assigned

- *Safety: Make sure our site is a safe site and compliant with OSHA.*
- *Quality: Ensure the project Quality meets or exceeds owner expectations along with along plan and specification requirements.*
- *Schedule: Ensure the project is completed per our schedule in the Owner Contract.*

- Take direction from the Senior Project Manager, who is overseeing project(s) to which you are assigned.

Work with subcontractors to:

- *Obtain proposals and help define/clarify scopes of work*
- Review and organize the project schedule and assure project completion on schedule
- Assure subcontractors provide enough manpower to complete the project on schedule.
- Encourage subcontractors to complete their work quickly and according to specifications
- Assure all site personnel are following all safety protocols, including OSHA, CalOSHA and all applicable safety standards

Verify completed work by subcontractors who are submitting invoices.

Collect and code invoices for drawing up submittals

Review and advise the Senior Project Manager on all costs that are not included in the base contract with the project owner and/or the applicable subcontracts.

Costs: Oversee budget to ensure the project(s) stay within budget parameters. Ensure the project budgets are carefully managed and adhered to.

Participate in weekly site meetings and join in monthly draw meetings.

Track completed work at assigned project(s) using Microsoft Project software.

Communicate with site management as to progress of work and notices.

Work with suppliers to:

- *Order needed supplies (using purchase order numbers)*
- Follow-up on order materials (ordered by PGCC or subcontractors)

Work with Precision staff to:

- *ensure that all subcontractors have current insurance certificates*
- follow-up on needed items for assigned project(s)
- Complete subcontracts and scope when requested; forward contracts to Senior Project Manager for review and signature.
- Provide a weekly updated project status report on projects you are assigned by Monday of each week.
- Assist in preparation of Close-out Manuals.

Key points:

- *Client Satisfaction- keeping the client happy is Job One*
- Communication communicate with all parties on a daily basis as needed
- Leadership you're the leader of your job, "Lead it"
- Leadership: Provide positive site leadership for the project for all parties involved including: subcontractors, tenants, property managers, consultants, architects, etc. It's your project "Lead it".
- Teamwork: Our primary goals are to make the client happy, do high quality work, complete the project ahead of schedule and try our best to complete the projects under budget. Align your interest and actions with the PGCC team and Owner team.
- Quality Assurance: Make sure all work is done right, good enough for your mother and our client. All work must be completed per the plans, specs, matrixes, city codes, etc. There should be no deviation from the plans / specs unless instructed or approved to do so. All materials used in our work should be submitted and approved by the owner/architect prior to ordering or installing anything.
- Budgets: Project budgets are developed before the projects begin. If there are any issues, they should be raised to your Senior PM (SPM) and/or Project Executive (PE) immediately. SPM's or

PE's update the budget variances throughout the project. This variance information should not be released to the client unless prior approval is given by your PE.

- City Inspections: Order and coordinate all city inspections. Try to develop good relationships with your local city inspectors. We should have correction notices only once, if at all, for construction items. PGCC does not want to have multiple issues with the same types of items. Make sure our subs are aware of this expectation.
- Monthly Draws: PMs are expected to review and approve subcontractor's monthly billing invoices. Once they are reviewed, they should be submitted to the Project Coordinator (PC). All billings and draw paperwork should be reviewed with the PM, PC, SPM and/or PE on a conference call each month prior to submitting the draw package to the owner. PMs are expected to have the site clean and ready for the draw meetings each month. Notice should be given to the property management to gain access to all units or areas of the project being billed for that billing period so the units can be inspected as needed at the draw meetings. For example, if we are billing for roofing work, there should be access to all of these areas at the draw meeting.
- Punch lists and Close out: All units and buildings should be punched immediately upon completion of the work. Do not want until the end of the project. All work should be walked and punched by PGCC before the owner / architect walks them. Make sure the units are ready to be turned over and completely back punched prior to the tenant moving back in. We do not want to go back into a unit once a tenant has moved back in. Once the punch list has been signed off by the owner rep / property manager, please scan the punch list onto the server and save under the close out and completion folder. All units and buildings should have a completed punch list saved on the server at the end of the project (please see the sample punch list forms under the close out and completion section).

Weekly Items:

1. *Schedules: Responsible for preparing and updating a short schedule and master Microsoft Project schedule each week without exception. The weekly schedule should be sent to the client each week. The master Microsoft Project schedule should be developed and modified before any work actually begins. The short schedules should be provided to the subs each week to ensure that the weekly schedule is being met and so that they know what is expected of them. If you need help with updating your schedule, contact your PE.*
1. Weekly Reports and Meetings: Prepare all weekly reports and schedules for your jobs. Be prepared to discuss them at the weekly meetings each week with your owner representative. The weekly report includes your weekly meeting minutes, RFI Log, and Submittal Log.

1. **Managing the Manager:** Keep good open communication and a good relationship with all property managers. Establish a regular weekly meeting with them to discuss the project and any tenant issues. This should include any maintenance supervisors as well, if possible.
1. **Subcontractor Site Coordination:** Have weekly coordination meetings with your subs; make sure that all of your subcontractor's supervisor's show up for these meetings. Make sure that all subcontractors are on schedule and call them as needed to reinforce your schedule. "Run the project; do not let the project run you."
1. **Weekly Site Safety:** You will need to conduct a weekly sub safety meeting as part of your site coordination meetings. Subs should be doing their own tailgate safety meetings each week and turning in a copy of their sign in sheets to you.

Knowledge, Experience and Skill Requirements

Education: High school graduate; Bachelor's degree required

Experience and Skills:

- *A minimum of five (5) years in Construction*
- *Computer Skills (Scheduling Programs, Microsoft)*
- *Demonstrated ability to problem solve*
- *Excellent organizational skills; detailed oriented*
- *Demonstrated ability to manage multiple projects and meet deadlines*
- *Able to manage and coordinate multiple tasks and projects accurately*
- *Ability to quickly and appropriately prioritize conflicting demands*

Physical Requirements:

- *Possesses multi-limb and eye-hand coordination*
- *Able to stand, bend, reach, stoop and lift boxes up to 40 lbs.*

- Able to work in a pace environment for extended periods of time
- Able to sit at desk, working on computer and phones for a full work day
- Able to travel Locally and Statewide
- Must be able to work legally in US Pay DOE

READY TO JOIN OUR PROJECT MANAGEMENT TEAM?

We understand your time is valuable, so we have a very quick and easy application process. If you feel that you would be right for this Project Manager job, contact the recruiter immediately. We look forward to meeting you!

Sarah Schloenvogt/ Corporate Recruiter

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