



JOB DESCRIPTION

JOB TITLE: Project Manager (Multi-Family)

EMPLOYER: Bear Real Estate Group

DEPARTMENT: CMA

REPORTS TO: DOC – Director of Construction

EFFECTIVE DATE:

SUMMARY:

Construction Management Associates, Inc. (CMA, Inc.) is hiring a Construction Project Manager to handle needs for its Multi Family and Commercial projects (both new construction and rehab). The position requires a deep understanding of various project management skills. This person should be able to oversee all activities of multiple construction projects with the assistance of a site superintendent.

DUTIES AND RESPONSIBILITIES:

- Our Project Managers (with the assistance of a superintendent) are responsible for supervising all on-site construction and land development, including issuing contracts, performing scope review, scheduling sub-contractors, resolving day-to-day problems on the job site and inspecting all work during construction to ensure compliance with plans, specifications and relevant building codes.
- Estimating and Budget Preparation
- Plan review, cost analysis & value engineering
- Contractor/subcontractor pre-qualifications
- Develop scope's & buy-out
- Contracts
- Scheduling of overall job and subcontractors
- Payment processing
- RFIs, change orders, submittals and directives
- Managing logs (RFI, CO, submittals)
- Job cost & status reporting
- Finishes Coordination
- Punch Lists and Project Closeout
- Subcontractor Disputes

QUALIFICATIONS:

- 5+ years of solid hands-on experience with a GC or with a developer as a Project Manager constructing low to mid-rise projects
- Knowledge of local Building Codes is required
- OSHA certified
- Knowledge of Project Management Scheduling Software
- Knowledge with Excel based Project budgets

COMPETENCIES:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bear Real Estate Group is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.