

Construction Project Manager

Title: **Construction Project Manager**

Reports to: **Project Executive**

Compensation: **Full-time, \$70k-\$85k salary depending on experience**

General Description:

Redwood ADU is growing quickly and looking to add to our team of qualified individuals. We have tapped into California's ADU deregulation with great success. ADU's (Accessory Dwelling Units) are 300-1200 sqft residential units that can be added in the rear of residential properties for additional income, family housing, or guest space.

We are looking for an experienced **Construction Project Manager** to plan and supervise ADU projects from start to finish. You will be responsible for the entire construction project after the permit is approved. Your goal is to meet or exceed schedule and budget from the contract and maintain positive customer/subcontractor/vendor interactions and satisfaction. You will have the assistance of a **Lead Installer** and **Installer** to handle daily jobsite tasks and complete portions of construction, mainly interior finishing.

An excellent **Construction Project Manager** must be well-versed in all construction methodologies and procedures. They must be able to coordinate a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills.

Work Location:

You will primarily **work at the office**. You will be on-site 1-8 times per month, and physically present at company meetings 4 times per month. You will be provided a laptop and monitor setup. Site visits will be required – for transportation you can borrow a company vehicle or get reimbursed for your personal vehicle mileage.

Work will be 75% computer and paper based, and 25% field based. You must be comfortable working a desk job and traveling to and working on construction sites.

Benefits, bonuses, and other perks:

We provide a benefit package including 401k plan and sick/vacation leave. We can entertain performance-based bonuses. A company vehicle and tools will be provided on an as-needed basis.

At this time, Health Insurance is not included with employment.

Duties/responsibilities:

- Hire, schedule, and coordinate subcontractors.
- Call for and host inspections.
- Specify and purchase all required materials and make appropriate substitutions when necessary.
- Complete change orders to modify the contract if/when needed.
- Manage all construction and permit documents.
- Collaborate with engineers, architects etc. to determine the specifications of the project.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations.
- Supervise the work of laborers, subcontractors etc. and give them guidance when needed.
- Evaluate progress and prepare updates for clients.
- Ensure adherence to all health and safety standards and report issues.
- Bring projects in under budget, and within schedule, when possible.
- Having difficult conversations, when needed, in a calm and professional way.

Requirements:

- 2+ years Proven experience as **Construction Project Manager**.
- In-depth understanding of construction procedures and materials.
- Knowledge of project management principles.
- Good knowledge of MS Office.
- Outstanding communication and negotiation skills.
- Excellent organizational and time-management skills.
- Team player with leadership abilities.

Disclaimer:

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.