



JOB DESCRIPTION: Construction Manager, Leadership Team Member

Old Town Design Build, Inc is a dynamic and progressive design build construction company that values relationships, fosters a team player mentality, upholds integrity by doing the right thing, encourages continuous improvement by getting better every day, and believes in having fun while delivering exceptional projects. As part of our growth and commitment to excellence, we are seeking a highly skilled Construction Manager to join our leadership team. This role will be instrumental in driving our core values while ensuring the successful execution of projects.

Essential Functions / Major Responsibilities:

LMA:

Lead: Embody the company's core values of relationships, team player, do the right thing, get better every day, and have fun; Provide visionary leadership, setting clear direction and goals for construction projects that align with the company's values and objectives; Inspire and motivate the team to deliver high-quality work, adhere to schedules, and promote a positive and collaborative work environment; Cultivate strong relationships with clients, subcontractors, and team members based on trust, respect, and open communication.

Manage: Oversee schedule and workflow management to ensure projects progress smoothly, deadlines are met, and efficient processes are in place; Provide project management support by implementing effective tools, systems, and processes to track progress, manage resources, and mitigate risks; Foster a culture of teamwork and collaboration, encouraging effective communication and coordination among project teams, subcontractors, and vendors; Implement robust subcontractor/vendor management practices, including prequalification, contract negotiations, performance evaluations, and ongoing relationship management.

Accountability: Establish and maintain a culture of accountability throughout the construction department, emphasizing individual and collective responsibility for project success; Conduct regular construction budget reviews, monitor project costs, and identify opportunities to optimize expenses while maintaining high quality; Set clear performance expectations, provide timely feedback, and recognize achievements to drive accountability and continuous improvement; Ensure compliance with industry standards, codes, regulations, and safety protocols, instilling a strong sense of responsibility for doing the right thing.

Foster Strong Relationships: Develop and nurture relationships with clients, subcontractors, suppliers, and team members based on trust, open communication, and collaboration. Serve as a primary point of contact for clients, ensuring exceptional service delivery and exceeding client expectations

Project Management Support: Oversee multiple projects from inception to completion, ensuring adherence to schedules, budgets, and quality standards. Provide strategic guidance, review project

plans, and oversee resource allocation. Monitor project progress, mitigate risks, and resolve any project-related issues.

Field Operations Management: Oversee the day to day field operations, ensuring work is executed efficiently, safely, and in compliance with industry standards and regulations; coordinate and assign tasks to the field crew, ensuring adequate resources, equipment, and materials are available to meet project requirements; monitor project progress, address any issues or obstacles promptly, and make necessary adjustments to maintain project schedules.

Quality Control and Standards: Maintain high-quality standards for construction work, implementing quality control procedures and conducting regular inspections; Provide guidance and training to the project managers and field crew to ensure adherence to construction best practices, safety protocols, and project specifications; Collaborate with project managers and other stakeholders to resolve any quality-related issues and ensure client satisfaction.

Talent Development: Provide leadership, mentorship, and guidance to the construction team members. Foster professional growth and development through coaching, training, and performance management. Build a high-performing team by attracting, retaining, and developing top talent.

Requirements:

- Extensive experience in construction management, preferably in the design build construction industry.
- Strong knowledge and understanding of construction processes, methodologies, codes, regulations, and industry best practices.
- Comprehensive understanding of project management principles, including scheduling, budgeting, risk management, and quality control.
- Proven track record of successfully managing large-scale, complex construction projects from conception to completion.
- Excellent organizational and problem solving abilities to effectively manage construction operations.
- Strong expertise in schedule and workflow management, project management support, subcontractor/vendor management, and construction budget reviews.
- Strong leadership skills with the ability to inspire and motivate the team to achieve outstanding results while fostering a positive and collaborative work environment.
- Strong decision-making capabilities, demonstrating sound judgment and the ability to navigate through challenges and uncertainty.
- A strategic mindset with the ability to envision and articulate long-term goals and objectives for the construction department and the organization as a whole.
- Demonstrated ability to develop and execute strategic plans, identifying opportunities for growth, efficiency, and innovation within the construction management function.
- Excellent communication and interpersonal skills, with the ability to build and maintain strong relationships with clients, subcontractors, and team members.
- Commitment to ethical conduct, integrity, and doing the right thing in all business dealings.
- Continuous improvement mindset, with a demonstrated ability to implement innovative solutions and drive process efficiencies.
- Proactive problem-solving abilities, with a focus on delivering high-quality projects on time and within budget.
- Strong knowledge of construction industry regulations, building codes, and safety standards.
- Ability to develop and maintain a network of industry contacts, staying abreast of emerging trends, technologies, and best practices in the construction industry.

- Strong understanding of financial management, budgeting, and cost control principles related to construction projects.
- Ability to analyze and interpret project data and financial reports, making informed decisions to optimize project performance and profitability.
- Strong ability to work with technology and software products.
- A bachelor's degree in construction management, engineering, or related field is preferred.
- Professional certifications such as Project Management Professional (PMP) or Certified Construction Manager (CCM) are advantageous.

By meeting these requirements, you will contribute to the success of our construction projects, foster a culture of excellence, and play a key role in shaping the future of our organization. Every team member at Old Town Design Build is a valued and critical part of the success of the organization and the mantra of “we are only successful when we are all successful” is what we embody. In joining this team, we are truly committed to “Building Better Together”.