



JOB DESCRIPTION: Project Manager

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 Project Manager to join our team. This role will be instrumental in driving our core values while ensuring the successful execution of projects.

Essential Functions / Major Responsibilities:

Project Management:

Responsible for the execution of projects in alignment with the defined scope of work and/or plans and specifications; coordinate with subcontractors/vendors to ensure project objectives are clearly defined and met, request/review/approve subcontractor and vendor estimates, have regular contact with subcontractors performing work; monitor progress, identify potential delays, and implement appropriate corrective actions; maintain schedule and address shifts in scheduling in a timely manner; implement change orders when necessary; review project budgets, monitor expenses, and track costs to ensure adherence to budgetary constraints.

Site Management and Oversight:

Responsible for overseeing the construction activities on-site; ensuring work is progressing according to the approved plans, specifications, and quality standards; monitor the work of subcontractors, vendors, and laborers to maintain the project schedule and address any issues that arise during construction while maintaining positive working relationships.

Project Documentation, Communication, and Relationship Management:

Responsible for the documentation of the projects via daily logs, photos, communications, change orders, and messaging; assist in updates/maintenance of On-Site Job Books; serve as primary point of contact for clients, subcontractors, and vendors; maintain regular communication channels to provide project updates and address concerns; build and nurture strong relationships with clients, subcontractors, and vendors ensuring customer satisfaction and project success.

Resource and Logistics Management:

Coordinate the procurement and delivery of materials, equipment, and resources; optimize resource allocation to maximize efficiency and productivity; manage logistics, including scheduling deliveries, coordinating equipment rentals, and material returns.

Quality Control and Warranty Follow Up:

Implement and enforce quality standards throughout the construction process; address any non-conformances or deficiencies promptly and effectively; maintain clean and presentable project sites at all times; manage project punch lists; ensure warranty requests are addressed and fulfilled in a timely manner.

Requirements:

- Proven experience as a construction project manager, preferably with a design build construction company.
- Comprehensive understanding of project management principles, including scheduling, budgeting, risk management, and quality control.
- Proactive problem-solving abilities, with a focus on delivering high-quality projects on time and within budget.
- Strong knowledge of construction methodologies, codes, and regulations.
- Proficiency in project management software and tools.
- Excellent communication and interpersonal skills, with the ability to build and maintain strong relationships with clients, subcontractors, and team members.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Excellent organizational and problem solving abilities to effectively manage projects.
- Commitment to ethical conduct, integrity, and doing the right thing in all business dealings.
- Proactive problem-solving abilities, with a focus on delivering high-quality projects on time and within budget.
- Strong decision-making capabilities, demonstrating sound judgment and the ability to navigate through challenges and uncertainty.
- Ability to perform minor carpentry tasks and assist teammates and/or subcontractors when necessary.
- Minimum of 7 years hands-on experience in construction.
- 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".