

## Construction Project Manager

Owen Gabbert LLC is a real estate development and construction company with a creative and community-oriented focus. Our team offers dedicated, consistent, and knowledgeable service along every step of the way, from predevelopment through construction completion. Our unique expertise in both of these areas allows us to give our clients streamlined results and educated feedback throughout the project.

With our growing list of projects, we are looking to add a project manager who is interested in being part of a tight knit, dynamic team. We pursue projects that we believe are interesting and thoughtful to deliver buildings and spaces that are enduring as well as environmentally sound.

All development and construction projects create a lasting impact on the community where they are built. We believe they should be done with consideration as well as innovation.

Reports to: Managing Member

## Position Summary

FLSA Class: Hourly Non-Exempt

The Project Manager is tasked with mentoring and managing their project team while successfully overseeing their projects, including preconstruction estimates and bids, invoice and billing approvals, subcontractor and in-house labor scheduling and oversight, client and other stakeholder communication, and quality control through all phases of the project.

## Jobs To Be Done

- Manage multiple projects in various stages of construction, ensuring successful completion of the build process with high client satisfaction and a high level of build quality in relation to the project budget.
- Deliver projects on time, ensuring all contract obligations are satisfied.
- Lead pre-construction efforts across multiple prospective projects.
- Tailor job roles and implement comprehensive support structures to utilize projects as vehicles for growth for your Site Lead(s) and Project Coordinator(s).
- Effectively delegate tasks and ensure deliverables while building competencies within your project team.
- Conduct all business in a professional and ethical manner to serve clients and increase the goodwill and profit of the company.
- Understand and communicate important project decisions and changes including associated budget and schedule impacts; provide regular updates on project status.
- Develop and maintain good rapport with clients, city officials, inspectors, subcontractors and OGLLC personnel while advocating and negotiating solutions that benefit the client, company, and project.
- Evaluate systems and materials that meet needs of the project.
- Maintain compliance with all applicable building codes; ensure inspections are scheduled and passed.
- Oversee subcontractors and employees for each project.
- Maintain workplace safety, cleanliness, and security at jobsites.
- Coordinate deliveries, including what is getting delivered and when.
- Prepare subcontractor agreements as needed; Review and approve subcontractor and supplier invoices for payment.
- Review, understand, and assist in project billings.

### Personal Skills & Qualifications

- You are organized, hands-on, and attentive to detail.
- You are comfortable interacting with clients, motivated by client satisfaction, and strive to meet or exceed their expectations.
- You can lead a team through difficulty. You are assertive and persuasive when needed.
- You easily and succinctly communicate project details to managers, employees, and subcontractors.
- You do not get derailed by what you haven't seen before. You figure it out, and know when to ask for help.
- You take initiative. If something is not working, you find a solution, or bring it to someone's attention.
- You take ownership. You understand that the project's success is the result of your team's efforts but is ultimately your responsibility.
- You are adaptable and comfortable wearing a variety of hats.
- You are positive and dedicated to your work.
- You have a passion for craft and efficiency, knowing how to properly balance and blend them.

### Experience & Requirements

- 8 years in construction including 5 years as project manager or site superintendent.
- Extensive knowledge of all phases of construction scope and sequence.
- Experience with power tools as well as common and high-end construction materials.
- Strong problem-solving skills that generate resourceful and creative solutions.
- Computer literacy - comfortable with email, Microsoft Word, Excel, Buildertrend or other project management/scheduling software.
- Efficient time-management, on both a project and personal basis, via prioritization and delegation.
- Ability to read and understand construction drawings and communicate this information to others.
- Experience coordinating both subcontracted and self-performed work.
- Willingness to work long days and/or overtime when necessary.
- Flexibility to work a schedule that can occasionally include early mornings, nights, and/or weekends, depending on project need.
- Access to a vehicle capable of carrying supplies, a valid driver's license, and able to drive between designated projects throughout your workday.
- Ability to stand and walk for long periods of time; sit for extended periods; bend at the waist; repetitive motions; push, pull, climb, balance, stoop, crouch, kneel or crawl; walk on uneven terrain; proficient manual dexterity with both small and large objects; lift and/or move at least 50 pounds.
- Resiliency to withstand occasional exposure to outside weather conditions, loud noises, tight spaces, high precarious places, moving mechanical parts, power tools, risk of electrical shock as well as other inherent construction site risks.
- You must be able to perform all requirements with or without reasonable accommodation.

### Benefits & Compensation

- Starting at \$40/hr., compensation is commensurate with applicant's experience level and skillset.
- Health Insurance Provided, Optional Dental, Short Term Disability, Accident, and Life Insurance.
- Up to Six Paid Holidays.
- Oregon Paid Sick Leave.
- Additional PTO following the first year of employment.
- 401K (with an Employer Contributed Match).
- Annual Professional Development Stipend.

Owen Gabbert, LLC is an equal opportunity and at-will employer.