

<b>Job Title:</b>	Project Director	<b>Reports To:</b>	Group Manager or Pres. of MF Construction
<b>Division:</b>		<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Project Management	<b>Salary Grade:</b>	7

**Position Purpose**  
 Provide overall Construction Management of multiple project(s) to ensure the delivery of a quality product within budget and schedule guidelines/constraints. Position is responsible for building and maintaining lasting relationships with clients, owners, design team professionals, subcontractors, and employees.

**Essential Functions and Responsibilities**

**Construction Knowledge**

- Basic understanding of construction methods and installation sequencing.
- Assist in solving problems using contract documents and constructability knowledge.
- Guide team when interpreting provisions of prime and sub contracts.

**Quality**

- Ensure SOPs are followed and quality control inspections conducted accordingly.

**Safety**

- Promote and enforce Corporate Safety Programs

**Leadership & Organization**

- Provide direction and support to project team including corrective action and regular feedback as required.
- Maintain relationships with Architect & Owners by attending and participating in regular meetings.
- Recommend and implement team/individual training whenever necessary.
- Monitor Project Managers to ensure training of entry-level team members.

**Schedule Management**

- Knowledge of project milestones and review work-in-place as compared to updated schedule.
- Schedule substantial completion dates and prepare/implement recovery schedules as required.

**Project Planning**

- Assist Preconstruction during estimate and proposal process.
- Establish staffing requirements.
- Participate in roll-over meeting.

- Organize/manage final project close-out, and lesson learned meetings.
- Ensure effective communication with owner regarding turn-over coordination.

### **Risk Management & Problem Solving**

- Monitor projects through various systems/programs (i.e. Job Cost Control, Scheduling, Purchasing) and regular project team meetings.
- Limit risk exposure through sub analysis/monitoring, proper documentation, and appropriate consulting with internal/external experts.
- Negotiate issues and solve problems to ensure project success while maintaining positive relationships whenever possible.

### **Finance**

- Maintain a working knowledge of unit costs.
- Review budget and job cost reports.
- Review proper and timely preparation of Monthly Draws and sign all Owner and Subcontractor Change Orders &/or back charges.
- Assist in making final settlement/payment with owners and subs.

## **Qualifications & Requirements**

### **Education / Certification**

Bachelor's in Building Science, Construction, Engineering or related degree.

### **Recommended Work Experience**

- 10 + years of project management &/or field management within the Multifamily Construction industry.
- Experience across product types; managing others; and running multiple projects simultaneously.

### **Recommended Knowledge, Skills, and Abilities**

Basic computer and industry specific software knowledge required; Must have the ability to plan, organize, communicate effectively, and resolve conflicts; Standard constructability knowledge based on years of experience expected along with the ability to read/interpret plans, contracts, and job specifications.

## **Working Conditions**

Position requires regular, local, and long-distance travel to project sites, clients, and meetings; Project site conditions vary and are affected by local weather; Must be able to safely navigate project locations during various states of construction; Often work with teams in temporary offices, under stressful conditions, and outside of normal business hours.

## **Performance Measurements**

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys