



Construction Manager Job Description

REPORTS TO: Tony Hady

Date Written: 1/25/19

Job Status: Full-Time

SUMMARY

Coordinating large and small projects, and working together with all team members helping maintain safety standards at all times and assuring task completion on schedule. Maintaining communication with project supervisors, vendors, customers and others involved in the project.

PRIMARY RESPONSIBILITIES

- Conduct weekly safety meetings setting times with each crew.
- Multi task and hands on work for numerous projects involving the following trades: electrical, plumbing, carpentry, finish carpentry, stucco, concrete, irrigation, having the tools and equipment on site to cut costs.
- Analyze problems and make sound decisions in a timely manner based on objectives, risks, implications and costs.
- Calculate amounts of required materials and estimate costs for individual projects.
- Make sure materials are ordered and delivered on time.
- Apply previous experience on the following types of projects when needed: Custom New Construction Homes, Apartments, HOA's, Commercial and Residential Buildings, Industrial, Shopping Centers, Single Dwell Interiors/Exteriors Remodels, Expansions and Renovations.
- Enforce Labor Laws and proper conduct to prevent harassment.
- Friendly approach to employees even in the worst case scenario to maintain professional ethic.
- Snap photos before during and after to keep record of each task and procedure used, these photos can be used to prove the use of proper materials and techniques for every assignment.
- Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.
- Perform carpentry and manage carpenters and laborers on wood repair/construction projects.
- Perform stucco/masonry repair and manage laborers on stucco repair/construction projects.
- Perform and manage laborers on all types of construction projects.
- Draw plans and/or drawings when needed.
- Estimating, Budgeting, Planning, Negotiating, Hiring, Revising, Supervising and Reporting.
- Create Straight Budgets, Field Budgets, Sub-Contractor Budgets and T&M Budgets.
- Provide all necessary invoicing, receipts and labor hours for job costing.
- Prep areas where work will be performed including cover surfaces with cloth or plastic to ensure protection.
- Remove fixtures such as pictures, doorknobs, lamps, and electric switch covers prior to painting.
- Power wash the exterior building surfaces to ensure proper adherence.
- Scrape, sand, prime, or seal surfaces prior to painting.
- Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Calculate amounts of required materials and estimate costs.

- Pick up paint from paint or construction materials from suppliers.
- Track job costs with a field budget.
- Provide necessary tools and equipment for construction projects.
- Perform projects according to Scope Of Work and Specifications.
- Perform final clean up.
- Clean up all equipment and tools.
- Work on all sizes of ladders to reach high reach areas including 4'-40' in height.
- Work on boom lifts, scissor lifts, swing stage scaffolding and any high reach equipment necessary to complete a project.
- Turn time cards in on time every Monday in order for job costing to be kept up to date.
- Working on the following types of projects: Custom New Construction Homes, Apartments, HOA's, Commercial Buildings, Shopping Centers, Single Family Interiors/Exteriors and Industrial.
- Reviewing and signing safety sheets weekly and turned in every Monday.
- Inspect or review projects to monitor compliance with environmental regulations.
- Develop or implement quality control programs.
- Bilingual is a plus.

KNOWLEDGE

- **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** — Talking to others to convey information effectively.

- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Time Management** — Managing one's own time and the time of others.
- **WORK VALUES**
- **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.
- **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.
- **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

WORK STYLES

- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

JOB REQUIREMENTS

- Must have knowledge and hand on experience of construction and painting.
- Must know how to use saws, drills, high reach equipment and ladders.
- Must know how to use Microsoft Word, Excel, Google Mail and Google Calendar.
- A list which is attached of tools you need to provide on your own for your own use.
- Sufficient communication skills, both verbally and in writing.
- CAD software

WORKING CONDITIONS & PROTECTIVE EQUIPMENT

- Most work is performed outdoors where you will be subjected to the various weather conditions including extreme Heat & Cold.

- It is recommended that you take the steps to protect yourself. Sun block, jackets or coats, bump caps, knee pads and safety glasses. In general need to have PPE (Proper Protective Equipment) at all times during working hours.

DRESS CODE

- While on the job it is important to remember that you are representing our company. You are expected and required to wear and maintain Jeans and a Blue PWP T-Shirt while working or White or Black PWP Polo when performing management tasks.

I have read and received a copy of my Job Description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Name of Associate

Date