

SUMMARY

The Project Manager position is responsible for providing the highest quality remodeling and finish carpentry services in the Portland marketplace with a level of customer services that consistently exceed our customer's expectations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Provides on-site Project Management and supervision of carpenters and all subcontractors for multiple job site locations at one time.
2. Creates, coordinates and updates project schedules and details with sub-contractors, vendors and clients.
3. Ensures timely completion and quality of the work, ensures all tools, supplies and necessary resources are properly stocked for project completion.
4. Ensures completion of on budget project with a satisfied client.
5. Ensures jobsite safety and enforces job site rules.

JOB RESPONSIBILITIES AND DUTIES

- Attends client team meetings and provides the team with follow up notes.
 - Documents all updates, requests, and client inquiries in e-mail.
 - Meets and exceeds client expectations by maintaining a professional and courteous demeanor to clients, trade contractors, and vendors at all times.
 - Maintains a clean work space, keeping it free of debris and trip hazards.
 - Respects client personal property and home, this includes cleaning up work space and organizing materials.
 - Ensures quality of construction and attention to detail by understanding plans and specifications, producing a finished result with sharp lines, visual aesthetic, and sound mechanical systems.
 - Manages project timeline closely to ensure deadlines are met by updating timeline and verifying deadlines ahead of time.
 - Creates project schedule in Build Tools. Communicates schedule to clients in weekly updates. Explaining significant milestones to client, subcontractor arrivals and delivery drops, and updates Production Managers and clients as significant changes occur.
 - Schedules material 2 – 4 days in advance of need using vendor delivery services and checking order for accuracy and/or damage.
 - Schedules subs with plenty of notice and secure commitment of start date, ensures the sure job site is ready for subs to come in and do their work quickly and efficiently.
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- Updates Production Managers if Trade Contractor Estimates are not compatible.
- Manage and supervise carpenters and laborers; plan their tasks to be performed. This includes explaining the expected time to completion and clear expectations of performance.
- Manage the project to completion within budget. This includes reviewing the budget and hours with sales prior to the job start date, tracking job costs against the LMS sheets, keeping accurate time cards and reviewing production time cards from office against estimated hours, writing change orders when needed to authorize additional work (Production Manager, Sales or Estimating team members are available if assistance is needed).
- Follow the procedures for change orders.
- Works collaboratively in a team environment with a spirit of cooperation.
- Provides feedback, as requested regarding project managers and carpentry staff.
- Coordinates subcontractor and vendor schedules, evaluates progress and quality and updates Production Manager with any scheduling problems, material delivery problems or issues with progress and/or quality of subcontractors and vendors.
- Maintains and enforces Metke and OSHA safety policies and performs safety duties for each job site.
- Provides service calls and warranty work for customers.
- Maintains punctual, regular and predictable attendance.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with customers/ coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.

SUPERVISORY RESPONSIBILITIES

Directly supervises on site employees depending on the project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) or (B.S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Required carpentry skills and experience require demolition, framing, adding blocking/backing to walls, new

nonbearing interior walls, modifying existing nonbearing/bearing interior wall, reframing an opening in an exterior wall, no change to header, installing underlayments, using various levels and transits, building and erecting new walls, retrofitting of seismic holdowns, setting exterior doors and windows, fascia/soffits, and removal of old beams.

In addition, experience with removing old beam and replacing with flush beam or larger beam, building a new floor system of beams, joists, sub flooring, setting trusses, sheathing roofs, siding lap, shingle, tung and groove, board and batten. Experience hanging double swing doors, cutting and installing crown, determining layout, cutting and installing of multi-piece build-ups, design and layout of columns, mantles, arches wainscot, stairs – skirts, treads and risers, wall rails, design and layout of newel posts, handrails and balusters, curved stairs.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock and vibration.

Noise level in the work environment may vary between moderate and loud.

PLEASE NOTE

This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.
