

PROJECT MANAGER

Job Summary

The Project Manager works with the client, designer/architect and the Site Lead to develop a scope of work (usually based on a set of building plans provided by the designer/architect), then establish a schedule and determine the labor, material and trade contractor costs necessary to complete the project. During construction, the Project Manager is responsible for ensuring the project is completed on budget and within scope.

Chuckanut Builders performs work on residential and commercial new builds and remodels with an emphasis on building performance and sustainable materials. The Project Manager is Chuckanut Builders' representative to our clients and to the community at large – we get most of our work because of our reputation, and our Project Managers are a key part of building and maintaining that reputation.

Our Values

Stewardship • Authenticity • Innovation • Collaboration • Craftsmanship

Chuckanut Builders is a values-driven company. We expect our employees to do their best to uphold these values in their daily work.

Relationships at Chuckanut Builders

Reports to the Production Manager.

Does not have direct reports.

Annual performance review with the Leadership Team.

Working Here

At Chuckanut Builders we strive to foster a workplace culture that is energetic, can-do, fun, productive and positive. We value accountability, compassion, honesty, integrity, resourcefulness, creativity, community-mindedness and professional growth. We offer benefits and flexibility that many employers do not, and in return we ask that our employees are honest, work hard and contribute to constant improvement by searching out ways to improve quality of work, safety and productivity. Chuckanut Builders' employees are expected to familiarize themselves with the policies and procedures in the Employee Handbook and agree to follow them while at work.

Schedule & Pay

FTE: 1.0 (36 hours/week)

Benefits: Health insurance (75% company/25% employee); 401k retirement savings (100% match on the first 3%; 50% match from 3%-5%); profit sharing

Technology: Smartphone and laptop paid in full (hardware and service) and replaced as needed

Vacation: 2-3 weeks/year (combination of lump-sum annual allocation and accrual per hours worked)

PROJECT MANAGER

General Job Duties

- Create fixed-bid proposals and cost estimates for remodel and new construction projects.
- Collaborate with Site Lead and Production Manager to plan efficient and profitable remodel and new construction projects.
- Manage the budget and scope of work during construction.
- Always exhibit good judgement, high ethical standards and a respectful manner – Chuckanut Builders relies on you to be the face of our business when interacting with clients, designers, trade contractors and other professional partners.
- Attend all meetings and trainings as assigned.

Job Duties by Project Phase (Summary)

Sales & Feasibility

- Consult with the Owner on project feasibility during the early stages of the sales process as needed.

Proposal

- Work with the Owner to create an early budget estimate to present to the clients, preferably before the design is complete.
- Schedule and attend walkthroughs of the jobsite with trade contractors.
- Secure bids from trade contractors for work described in the Scope of Work.
- Create the Scope of Work based on the building plans (if provided).
- Collaborate with the Site Lead to create a project schedule designed to complete the job on time and on budget, in alignment with any commitments made during the sales process.
- Create a detailed budget for the project, which is often presented to the client as a fixed bid proposal.
- Create and manage RFIs (Requests for Information) to designer/architect, client and/or trade contractors, collaborating with the Site Lead as needed.

Preconstruction

- Work with the client and designer/architect to manage deadlines for completing the project design and planning process (as needed/as possible).
- Secure bids from trade contractors for work described in the Scope of Work.
- Create and manage RFIs to designer/architect, client and/or trade contractors, collaborating with the Site Lead as needed.
- Source and price building materials.
- Collaborate with the Site Lead to set dates for materials orders, including reminders for client/designer decision-making.
- Carry out materials ordering as assigned by the Site Lead, reviewing orders with the Production Manager as needed.
- Create Purchase Orders for work to be performed by trade contractors.

PROJECT MANAGER

Construction

- Review time reports weekly and collaborate with the Site Lead to make any necessary adjustments.
- Create the agenda for weekly site meeting; lead weekly site meeting.
- Respond to client requests to maintain their satisfaction with the work.
- Complete 'cost to complete' analysis on an agreed-upon schedule (bi-weekly or monthly) and make budget adjustments as needed.
- Create Change Orders and present to clients.
- Secure bids from trade contractors for work described in the Scope of Work.
- Source and price building materials.
- Carry out materials ordering as assigned by the Site Lead.
- Create Purchase Orders for work to be performed by trade contractors.

Closing

- Collaborate with the client and the Site Lead to create a punchlist.
- Coordinate with the Communications Director to schedule photo shoot, client interviews/surveys, gift, etc.
- Participate in the after-project meeting.

Knowledge, Skills and Tools

- **Communication skills:** Must be very comfortable talking to and fielding questions from clients and trade contractors, negotiating/finding compromises, and deescalating emotionally charged conversations both verbally and in writing.
- **Self-management skills:** Must be able to work independently, manage a daily/weekly workplan, be flexible, meet deadlines and commitments and make decisions. Must be able to plan and implement strategies for completing work within the allotted time.
- **Information management:** Keep track of all documents and documentation related to the management of the project including building plans, specifications, purchase orders, time budgets, project budgets and change orders.
- **Software:** The Project Manager should have a strong working knowledge of the following programs, in order of importance:
 - Gmail and Google Calendar
 - Microsoft Excel
 - CoConstruct
 - Bluebeam and/or other PDF management software (Adobe Acrobat, PlanGrid, etc)
 - Microsoft Word
 - Dropbox
 - Todoist

PROJECT MANAGER

Knowledge, Skills and Tools (continued)

- Building plans: The Project Manager must be experienced with interpreting building plans and specifications.
- Administrative Tasks: Complete and submit accurate timecards daily/weekly using a mobile app (or web browser). Turn in receipts for purchases to the office weekly coded to the job and construction phase.

Advancement

Project Managers who hope to advance in pay or job duties will demonstrate a track record of projects completed on time and on budget. They will also seek opportunities to improve their skills or broaden/deepen their knowledge, whether through opportunities offered by Chuckanut Builders or on their own. They will demonstrate those skills in their daily work and discuss them at performance reviews and check-ins. Subjects to consider include building science/building performance, project management techniques, productivity, budget management, etc.