



PROJECT MANAGER JOB DESCRIPTION – Legacy Builders Group

SUMMARY

- Reports directly to Production Manager and/or Company Owner(s)
- Provides the day to day management of multiple jobsites
- Functions as the company field representative with clients, field staff, trades, and suppliers
- Responsible for small-job and warranty assessment and production

POSITION DUTIES AND RESPONSIBILITIES: (including but not limited to the following)

Job Management

- Ability to interact and communicate well with the client throughout the job process
- Perform preconstruction and closeout procedures as well as key on-site meeting with customers
- Conduct internal quality inspections and inspections with applicable governing authorities
- Daily schedule and direction of carpentry staff and tradesman according to project master schedule
- Ability to understand written and schematic scope of work and communicate to others as needed
- When needed, function as Lead Carpenter or perform carpentry work to maintain schedule and budget
- Expedite timely completion of project scope of work
- Troubleshoot and resolve production challenges

Carpentry Staff and Trades

- Must command respect of field personnel, tradesman, and suppliers
- Participate in hiring, evaluation, discipline, and promotion of field staff
- Provide employee training on company production procedures
- Provide oversight of company policy and procedures to production personnel, trades and vendors

Purchasing and Materials

- Assist with job estimating; assessment and preparation of change orders
- Ordering and inspecting materials, proper on-site care of materials for use and/or return for credit
- Responsible for management of company tools and materials

General Requirements

- “Competent Person” responsible for Company Safety Program and other certifications as needed
- Strong communication, job coordination, organizational, leadership, and supervisory skills
- Extensive rough and finish carpentry skills and advanced training and knowledge of a broad range of construction methods and techniques
- A thorough understanding of all trades relevant to residential construction
- Professional appearance, speech, and character
- Available for extended work hours as required for specific and unique projects situations
- Computer competency on a variety of common programs and the ability and desire to learn new programs, methods, and procedures
- Miscellaneous other duties as required

TOOLS REQUIRED:

- Tools as required of Carpenter
- Late model pickup truck, van, or SUV, in clean, safe, reliable condition with professional appearance