



JOB DESCRIPTION FOR CONSTRUCTION MANAGER

Reports to: Director of Project Management

Position Summary: Responsible for supporting Gillespie Group by leading the construction of converting raw land or an existing building to an operational asset while meeting investor expectations on financial performance and timeframe.

The ideal candidate will share the company's core values: **Positive Team Player, Creative Solutions Orientated, Industrious, Knowledgeable and Trustworthy.** They will also be experienced in the construction industry including a series of accomplishments which demonstrate successful completion of multi-family residential and commercial projects in a timely manner while meeting budget expectations.

ESSENTIAL FUNCTIONS: Essential duties and responsibilities include, but are not limited to, the following:

- 1) Assist Director of Project Management for ground up construction and renovations of existing properties from schematic concept to occupancy of tenants
- 2) Assist Construction Estimator on competitive bidding process and act as lead on contractor selection process, and hold contractors accountable for their project scope and budget
- 3) Communicate updated information on construction timelines, costs, and issues by and between the Director of Project Management and the Gillespie Group construction team (GC's, trades)
- 4) Deliver projects within budget and according to timeline agreed upon by team
- 5) Monitor and assure timely completion of the investment and development within the established budget, schedule and required investment returns.
- 6) Work with the Director of Project Management, and when appropriate, Facilities Manager to maximize purchasing power of materials and labor
- 7) Assist Director of Operations and Facilities Manager in identifying operational and management issues, opportunities and benefits relating to development design and construction. Develop hand off criteria for new property development to operational status at completion. Such consultation will include materials and equipment selection, which will be used in developing projected stabilized operating budgets and assisting Facility Manger in the development of the facilities plan for the property.
- 8) Create, analyze, and follow up on Request For Information (RFI's) during all construction projects.
- 9) Develop project punch list creation and insure completion to Gillespie Group expectations
- 10) Relationship management with key vendors, municipality building officials, and contractors
- 11) Represent Gillespie Group in a professional manner.

- 12) Review structural, architectural and project specifications plan to make sure all coordinate together.
- 13) Review and perform quantity and take offs based on plans and specs
- 14) Properly write and communicate scopes of works for all projects.

MINIMUM QUALIFICATIONS:

An undergraduate degree in engineering, building construction management, architecture, or related field is preferred. The ideal candidate will have demonstrated 3+ years experience in the construction and / or architecture industry including a series of accomplishments which demonstrate successful performance in general project negotiation and constructing on time and within budget. Highly effective communication, presentation and listening abilities are essential. In addition, the ability to hold third party team members and contractors accountable in order to extract their highest potential.

Previous experience that provides the following knowledge, skills and abilities:

Knowledge of:

- 1) Construction cost projections, estimates, and the bidding process
- 2) Architectural plan understanding
- 3) Safety and adherence to OSHA guidelines at all job sites
- 4) Value engineering with the Gillespie Group GC's/architects
- 5) Solving construction/design issues with the Gillespie Group GC's
- 6) Ensuring construction deliverables are on time and within budget
- 7) Setting appropriate expectations with contractors
- 8) Ability to manage multiple projects, prioritize and meet deadlines
- 9) Must possess good instincts and strong situational awareness.
- 10) Proficient in all Microsoft Office applications including Word, Excel, Project and Outlook
- 11) Construction management software understanding

Ability to:

- 1) Set project priorities to be highly organized in day-to-day and longer-term planning and execution, and track and maintain complex schedules effectively
- 2) Communicate clearly and concisely, both orally and in writing. Use independent judgment and initiative to interpret and follow oral and written instructions with attentiveness to detail
- 3) Assist with the efficient and lawful maintenance of official and confidential records and documents and discreetly handle confidential and sensitive matters; ability to maintain confidentiality
- 4) Maintain effective working relationships with those contacted during work
- 5) Provide timely updates and follow up to Gillespie associates, vendors, and GC's

FAIR HOUSING ACT ("FHA") / ANTI-DISCRIMINATORY LAWS & ORDINANCES:

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above-mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain

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to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

SIGNATURES:

Employee Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.

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