

Oppidan Construction Manager Job Description

Job Title: Construction Manager
Department: Oppidan Construction
Reports to: Executive Vice President of Construction

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resume@oppidan.com

Position Summary

As a Construction Manager based out of our Corporate Office, you are responsible and accountable for ensuring that each project meets the goal of being first in class, on schedule, at or below budget, safe, and promotes teamwork, communication, leadership and customer satisfaction. The position requires strong communication, interpersonal, training, and leadership skills. Must be a team player and have the attitude of “We” and not “I” mentality.

Position Responsibilities

Responsibilities include, but are not limited to the following:

Contract Management/Subcontractor Management

- Clearly identifies the scope of the project, the roles and responsibilities of the teams, and manages the project to be delivered successfully
- Manages soliciting bids and negotiating project buy out
- Demonstrates a proactive and organized bid analysis
- Properly manages job cost tracking
- Leads the change management process with the development, design, and construction management teams
- Effectively negotiates with General Contractors

Leadership, Communication, and Teamwork

- Develops premier construction management teamwork that supports the needs of Oppidan Investment Company and its partners.
- Further develops a strong partnership between the construction management team, the design team, real estate team, and civil team
- Demonstrates leadership with construction teams
- Participates in process and policy discussions to help the company continually adapt to the changing market
- Provides personal responsibility, accountability, and leadership in construction of all projects

Quality Management

- Delivers buildings and projects to our customers 100% complete at turnover
- Leads the turnover of projects to our customers

- Provides assistance to design teams for design development and progression of construction documents
- Assess and evaluate value engineering on a continual basis during design development through Certificate of Occupancy

Financial Management / Contract Management

- Completes projects on or under the established GMP budget
- Manages all project costs throughout the duration of the project lifecycle
- Proactively manages General Contractor pay applications and invoicing to insure timely payments and accuracy
- Solicits proposals for added work and credits for deleted work
- Receives all proposals for change orders and reviews, processes, and approves applicable change orders
- Demonstrates strong negotiation skills for contract buyout and change order management
- Negotiates best value on all contracts based on the following: Financial, quality, safety, and schedule
- Provides and reviews monthly budget reporting

Schedule Management and Planning

- Meet and always strive to exceed the promised dates for Turnover
- Develop preliminary project schedule for project planning, bidding, and contracts
- Facilitate preliminary project schedule handoff to project team
- Monthly Milestone Update Reporting
- Ensure Project Teams are managing and updating schedules weekly while holding General Contractors accountable to the schedule

Punch List and Warranty Management

- Monitors General Contractor management of punch lists
- Ensure General Contractors are completing all warranty work on new construction projects through year 1 to include 11-month facility walk

Travel

- Construction Manager will travel 20-20% on average, or as required to perform responsibilities

Computer Skills

Proficient computers skills. Knowledge with Office 365, Microsoft Project and PlanGrid preferred.

Benefits

Opportunity to participate in Company offered benefits package. This includes Health, Dental, Vision, Dependent Care Flex Spending, Life, STD, and LTD Insurance, 401(k) Savings Plan. Eligibility dates for these programs is generally the first of the month after 30 days, and the details will be explained when you start. 401(k) participation is after 1 year of employment.

Oppidan provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please apply by sending resume to resume@oppidan.com