



Construction Manager

Reporting Manager: Director of Construction
Location: Sumner, Washington
Classification: Exempt

POSITION

The Construction Manager (CM) will provide project operational and technical expertise, and be responsible for budgeting, schedule, reporting, and general site operational performance. The Construction Manager will lead and perform the construction management effort; including, pre-construction, estimating, bid evaluation, project buy out, and overall project execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prior to Construction:

- Work with the Development & Acquisitions Team to assist in the feasibility phase of the project. Assist in the due diligence process by responding to requests for preliminary pricing, and analysis of existing architectural and engineering data, geotechnical data, topographical data, civil information, utility availability, and any other construction related issues.
- Work with the Director of Construction, the Development Team, Architects, Engineers, and other consultants (collectively the “Project Team”) to provide pricing and construction input during the design development process.
- As the design documents become more clearly defined, assist in the preparation of a construction cost estimate by working with various Trade Contractors to obtain pricing. Receive and analyze all bids and incorporate them into the updated detailed cost estimate. Prepare detailed schedules of the activities necessary to complete the project.
- Work with the Director of Construction, Architect and Development Teams during the pre-construction phase to value engineer the project.
- Assist the Development Team to ensure plans, specifications and finishes are provided in a timely manner so the pre-construction and estimating process is completed in a comprehensive and professional manner.
- Assist in the development of specifications that conforms to the marketing requirements of the project, and the budget that has been established. Prepare scopes of work for each trade necessary to complete the project.
- Implement cost control systems and monitor the timely flow of information in order to administer the project.

During Construction:

The Construction Manager will have overall responsibility for site operations of the project, including the following:

- Planning and short interval scheduling, meeting with Trade Contractors, and review of all Trade Contracts to ensure compliance.
- Review engineering and architectural plans with the Site Operations Team.
- Confirm with the Site Operations Team the requirements for the jobsite, e.g. office, storage filing systems, staging and parking areas, and trash removal.



- Monitor Trade Contractor performance.
- Ensure pre-construction meetings are held with the appropriate Trade Contractors and inspectors. Assist in the organization of the agenda for these meetings and ensure that minutes are taken.
- Schedule and host weekly Trade Contractor meetings to discuss safety, schedule, and coordination. Ensure an agenda is prepared before each meeting, and minutes are kept.
- Prior to the starting work, meet with the superintendent and foreman of each Trade Contractor, and carefully review the scope of work as outlined in their contract.
- Perform contract administration and resolve contract disputes, as necessary.
- Meet regularly with the Project Team, including regular weekly meetings with the Director of Construction and Development Team.
- Work closely with the Project Team on any issues related to drawing conflicts, clarification of details, and any other requirements by the Development Team during the course of construction.
- Scheduling: Ensure that each project has a realistic and logical construction schedule. Work with the Site Operations Team to prepare a detailed project schedule using Microsoft Project. Review and modify existing schedules for specific requirements.

Project Controls:

- Enter all contract, change order, and purchase order detail into the Project Cost Report (in Excel). Update the Project Cost Report on a monthly basis (using Yardi).
- Liaison with the Project Accounting Staff to ensure that provided information is timely, accurate, and in accordance with company policies.
- Draft and submit contract changes, change orders and purchase orders for approval. Prepare field directives and change orders as required for any additional costs or changes to the work. Forward for review.
- Prepare monthly bank draws in conjunction with Accounting.

Turnover of Project:

- Work with all Trade Contractors regarding submittals, such as operation and maintenance manuals, warranties, and other paperwork required for project completion.
- Meet weekly with the Property Management Team to schedule interior and exterior building walks; review building delivery schedules; confirm occupancy dates and delivery of building to the Property Management Team.
- Work closely with the Construction Coordinator to produce operation and maintenance manuals for the use of the Property Management Team.
- Work closely with the Development Team to obtain performance and maintenance bonds releases.

EDUCATION, TRAINING, AND EXPERIENCE:

- BS in Construction Management, Engineering, Architectural, or related degree, or 10 years minimum of applicable experience.
- Experience managing design consultants and coordinating with government/jurisdictional representatives.
- Experience preparing and managing reports, budgets and schedules.
- Competent in Microsoft Word, Excel and MS Project.
- Strong understanding of construction cost accounting and budgeting systems.



KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- High emotional intelligence
- Positive
- Innovative
- Self-aware
- Balanced decision making
- Ability to develop & analyze complex calculations
- Attention to detail
- Accountability for others
- Ability to delegate (and follow up)
- Developing people
- Creative problem solving
- Organized and able to multi-task
- Self-starter
- Team Player and Motivator
- Excellent written & verbal communication
- Handling stress
- Long range planning
- Personal accountability
- Persuading others
- Proactive thinking
- Problem management
- Realistic goal setting for others
- Results oriented
- Self-management
- Specific industry or job knowledge
- Customer oriented
- Evaluating others

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to info@tarragon.com:

- Resume
- Cover letter

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, marital or veteran status, or any other legally protected status.