

Title: *Site Operations Manager*
Reporting Manager: *Project/Construction Manager*
Location: *Sumner, WA*
Classification: *Exempt*

POSITION SUMMARY:

Monitor and enforce contract elements on a daily basis as they pertain to site operations, for all project contractors and suppliers. Communicate site operation activities to the project management team.

Provide active construction oversight of new garden style apartments and other similar projects; including assistance with plan preparation, budgeting, permitting, contractor and supplier selection, scheduling, construction monitoring, and close out processes.

POSITION RESPONSIBILITIES:

The *Site Operations Manager* job responsibilities shall include, but not be limited to, the following:

- *Contribute to Tarragon project design teams vision and goals in finalizing bringing the project vision to site selected. Includes bringing vision to paper including reviewing all architectural and civil considerations.*
- *Contribute to the hiring and coordinating of project consultants for site investigations.*
- *Lead role in establishing jobsite office as well as all aspects of jobsite office activations.*
- *Participate in hiring of company jobsite staff.*
- *Participate as needed in hiring and coordination of project design consultants, civil, architectural and other as needed per project.*
- *Major role in coordination of Century Link, Comcast, PSE electric and gas for temporary services as well as permanent project services. Includes securing and/or coordinating other utilities easement as need to serve sites.*
- *Participate in obtaining jurisdiction project plan approval and permitting.*
- *Develop project and Tarragon specific scopes of work for all project needs and participants.*
- *Oversee plan distribution for bidding. Pursuing multiple bids per scope.*
- *Play major role in bid and contractor review during contractor, vendor, suppliers and other selection processes.*
- *Design, put into motion, and maintain daily all onsite construction activities throughout duration of project.*
- *Build, distribute and record working job schedules.*
- *Develop and maintain job record keeping for progress reporting, materials and equipment delivered.*
- *Develop and maintain record of inspections needed per issued permits. Includes special inspections.*
- *Ensure Contractors are committed to and follow safe building practices as outlined in their construction contract.*
- *Develop and record quality control implementation including: setting standards, inspection schedules, record keeping, final acceptance reporting.*
- *Maintain reporting to Project/Construction Managers and TPS for progress of project turnover.*
- *Assure all aspects of project maintain a high level of quality through completion.*

SPECIFIC POSITION DUTIES:

- *Provide daily onsite leadership for all onsite construction activities for purposes of creating a successful project. Hours can typically be from 5 am to 5 pm during critical phases of the project.*
- *Provide daily input and communication to Project Team and all other site related support staff. Includes but not limited to: Project Manager, Construction Managers, Accounting, and all other design team participants for purposes of maintaining current on budgets, progress milestones, design document transfers, and all other critical project data and information communications.*



- *Provide daily direction and communication to all other site related support staff. Includes but not limited to: assistants, permanent labor, temp labor, and part time company provide support.*
- *Provide monthly invoice review and Construction Cost Report updating as requested.*
- *Provide daily guidance, coordination and record keeping of all site activities. Includes but not limited to: daily coordination confirmation calls and emails to suppliers, vendors, trade contractors, special inspectors, bank inspectors, AHJ inspectors, architects, civil and structural engineers, Comcast, Century Link, PSE gas and electric, and many others.*
- *Of great importance to daily activities is maintaining high standards in quality control. Major effort daily is given to search out the best value craftsmen, products and materials for the project. All possibilities and candidates are reviewed and analyzed. This continues through the contract buy-out and through the project.*
- *Daily activities include specialty trade contractor introduction to site, this includes but not limited to: club house special features such as: swimming pool and pool features, CCTV installations, sport building features, gated entries, playground features and equipment, dog park features, and many others.*
- *Daily activities also include being first contact for all site visitors. This includes but not limited to: directing traffic for incoming deliveries, directing trade contractor employees at many levels (from being lost to addressing an emergency), neighboring property owners having questions or concerns about project, general public having questions about project and project rental information – these are directed to others.*
- *Daily activities also include responding to unscheduled visits at many levels: Vendor sales staff for product or services that are under contract of may have future use to site, AHJ inspectors, L&I inspectors, and many others.*
- *Overseeing daily task of site maintenance and presentation on site which includes: keeping entry and site traffic lanes flowing onsite at all times, making sure entry is clean and tidy at all times, make sure temp fence and temp gated entry looks clean and organized – this sets a standard for all entering to see and emulate, continue clean standards throughout site and with high priority to frontage property, all stockpiled materials must be kept clean and organized – good organization always reduces space needed, keeping good work spaces for trades where trades have their time and space per task – good scheduling avoids trades battling for space and creates a positive image of site resulting in better quality of work.*
- *Weekly tasks of jobsite coordination, scheduling and safety meetings. Maintain records.*
- *Biweekly tasks of full jobsite schedule update and distribution to all trade contractors, suppliers, vendors, Managers and others. Maintain records.*
- *Monthly tasks include review of all bills and invoices being processed by Project Account. Status of all trade work completions, deliveries recorded, and other progress billings are approved for payment when verified onsite.*
- *Other*

REQUIRED EXPERIENCE AND ABILITIES:

The following summarizes a few of the successful candidate's personal characteristics:

- *10 plus years supervising successful multifamily projects.*
- *Thorough knowledge of construction techniques in Multifamily.*
- *Experienced in communication with trade contractors, vendors, suppliers, all levels of government contacts, franchise utility suppliers as well as neighboring property owners.*
- *Strong working tech knowledge of various office computing hardware and software including MS Excel, Word, Project and other*
- *Experienced and thorough knowledge of all aspects of MF including: structure type, ADA applications for architectural and civil, parking lot standards and requirements, carports, gated entries, CCTV installation and operation, fire control systems, fire and security alarm systems, wet and dry utilities design standards and applications, clubhouse designs and accessories, pool design and operations, as well as turnover procedures and permanent maintenance needs.*
- *Thorough knowledge of trade contractor scopes and abilities.*
- *Thorough knowledge of job planning, scheduling, and coordination from beginning to end.*
- *Experienced in working with investigative and design consultants.*



- *Experienced in working with jurisdictional building departmental permitting and public works engineering departments.*
- *Possess strong network of local trade contractors, suppliers, vendors who have proven abilities, positive attitude and a working relationship built on trust.*
- *Possess strong problem solving abilities.*
- *Possess strong foresight in all areas to identify and solve potential problems early and have a “Plan B” in place to keep project moving toward success.*
- *Strong team player, possess a positive attitude for success.*
- *End*