



**Company:** Tarragon L.L.C.  
**Position:** Site Operations Associate  
**Reports To:** Construction Manager  
**Classification:** Exempt  
**Position Location:** Sumner, Washington

**POSITION SUMMARY:**

The Site Operations position shall be focused on the monitoring of construction and completion of multifamily residential projects. Site Operations will be directly reporting and working with the Director of Construction or his designated Construction Manager, perform preconstruction drawing review; modify scopes of work as applicable to each specific project; inspect quality of work by contractors; coordinate with municipalities; act as liaison between design consultants and contractors; manage the project schedule; coordinate all inspection, and turn the project over to property management.

**POSITION RESPONSIBILITIES:**

- The Site Operations' job responsibilities shall include, but not be limited to, the following:
- To understand, initiate, and ensure contractors follow all WISHA and WAC safety regulations on the job site at all times in order to maintain a safe workplace.
- Host weekly jobsite coordination meetings.
- Interpret, understand, and follow plans and specifications in the construction of the project.
- Have a thorough knowledge of construction techniques and the imagination to derive the most efficient method of completing a task.
- Ensure that all plan changes are properly noted and indicated on as-built plans.
- Maintain a high standard of quality control at all times and ensure the project is constructed per the contract documents.
- See that good housekeeping practices are observed and maintained by Contractors.
- Schedule materials, equipment, and Contractors in a timely fashion.
- A conscientious attitude towards controlling job costs and adhering to progress schedules.
- Update and manage project completion schedule.
- Assist employees or Contractors with any job-related problems.
- Initiate and close out RFIs as required.
- Ability to communicate project sequence of activities and completion schedules to all Contractors and material suppliers to effectively meet project goals.
- Inspects materials and work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Complete a Daily Progress Report each day.
- Ensure the project is secured each night.
- Strong leadership abilities. Competent computers skills
- Ability to read and understand architectural, structural and all required design drawings.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EXPERIENCE:**

- Minimum 3 years previous construction experience in single family, a multi-family, remodel, or a tenant improvement construction environment.
- Journeymen level trade experience is a huge plus.
- Familiar with Microsoft Office Suite.

**PHYSICAL AND MENTAL FUNCTIONING REQUIREMENTS:**

- Ability to perform in all types of weather.
- Ability to perform medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching and lifting to a maximum of 100 lbs, with frequent lifting and carrying of up to 50 lbs.
- Good eye/hand coordination is essential.
- Color perception, the ability to differentiate colors in terms of hue, and the ability to identify a particular color or color combination from memory is required.

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION:**

The undersigned hereby confirms that he/she has received a copy of the preceding job description. The undersigned confirms that he/she has read this job description, understands it, and is able to perform the essential functions of the position.

The undersigned acknowledges that from time to time, he/she may be called upon to perform the duties specified under another job description. The undersigned further agrees that Investco Properties Development Corporation has the right to offset against any wages owed to the employee, any amount lost as the result of actions, omissions, or conduct which caused a direct financial loss to the property/company.

IPDC reserves the right to revise or change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment. Employment with IPDC is an "at will" relationship and may be terminated by either party without prior notice or warning.

**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
- References

*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.*