

Equinox Woodworks Job Description

Job Title: Project Manager

Reports To: Company Manager

Status: Full-time, hourly, year-round

Summary

The position has two major components:

- To serve as Project Manager managing complex residential and institutional projects to ensure successful, high-quality delivery, including organization of pre-construction, project launch, construction, and closeout.
- To assist the Company Manager with estimating, scheduling, bid-process, and subcontractor management for additional projects, including projects that will be managed by other Equinox Project Managers.

Specific Responsibilities

1. Review plans, specs, technical details, materials, and assemblies and collaborate with designers/ architects to improve buildability, quality, and value. Monitor field conditions for unforeseen conflicts and opportunities.
2. Create material take offs and labor estimates.
3. Prepare and submit permit applications, call for and manage all necessary inspections. Act as a resource on building codes and systems.
4. Plan and prepare site organization and locate all components, including safety gear and first aid supplies.
5. Manage and report on project schedule, labor hours, and budget vs. actual performance.
6. Continually inspect work progress to verify safety and to ensure that specifications are met and company quality standards are upheld.
7. Demonstrate leadership and relationship building skills to reconcile differences and build a team culture of continuous improvement and accountability.
8. Be attentive to morale and camaraderie among the field crew, and work to maintain an atmosphere of respect, appreciation, and open communication.
9. Analyze field crew and trade subcontractor performance, recommend improvements to production methods and skill development.
10. Represent EQW in a professional manner in conversation and resolution of work procedure issues.
11. Confer with the Production Committee, and with trade subcontractors, to coordinate activities and resolve all work procedure issues.
12. Participate in company meetings and contribute to company needs and growth.
13. Use EQW standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.
14. Undertake professional development, including maintaining necessary certifications, licenses etc.

15. If possible and appropriate, assist field crews with construction and renovation tasks including rough carpentry, finish carpentry, and high-performance envelope construction.
16. Manage projects to meet and exceed company goals and client expectations.

Committee Membership

Production Committee, Company Meetings

Immediate Subordinates

Carpenters, Apprentices

Qualifications, Skills & Knowledge Requirements

- Excellent communication and personal organizational skills
- Mastery of the technical requirements and processes of wood frame and high end residential and commercial construction
- Proficiency with reading and understanding construction documents
- Extensive construction estimating experience
- Substantial computer experience, including skill with Microsoft Office applications, especially Excel
- Aptitude for and comfort with a collaborative team environment, exchange of ideas without ownership, and constructive criticism

Licensing and Professional Associations

OSHA 30 Card

Physical Requirements

Comfortable with extended desk work and comfortable on job sites (including attics, knee walls, basements, crawlspaces, and at heights.)

Compensation and Benefits

Full-time position with full benefits

Wage range

Project Manager \$22-29/hour