

## **Landscape/Construction Project Manager**

S+H Construction is a forward-thinking, creative, residential construction company. We have a passion for producing an exceptional product, and keeping the customer informed and happy along the way. We know we can't be the best residential construction company on planet earth without great people who are happy in their jobs. We value our employees and are focused on building a dynamic, collaborative team that is really proud of what they do!

### **Job description:**

- Keep projects under control – customers feeling taken care of and informed
- Provide financial reporting (every 2 weeks or more frequently), including change orders, to customer
- Provide updated schedule (every 2 weeks or more frequently) to customer
- Create subcontractor bid packages and secure subcontractor quotes, for those categories that have not been priced in the estimating process
- Obtain project permits
- Purchase finish materials
- Estimate change orders and (occasionally) full jobs when our estimator is booked up
- Conduct regular (timeframe specific to each job), but usually weekly or bi-weekly site meetings
- Prepare and distribute meeting minutes (may have help from APM, depending on job size)
- Maintain open and frequent communication with clients, architects, designers, etc
- Maintain open and frequent communication with the site supervisor. Go over budget and schedule with supervisor on a weekly or bi-weekly basis
- Manage punchlist (job supervisor responsible for executing)
- Keep customer payments up-to-date

### **Job requirements:**

- A working knowledge of high-quality residential construction, including sitework such as drainage, foundations, masonry and other hardscapes.
- Ability to interface effectively with customers, architects, subcontractors, suppliers, inspectors, and employees to move projects forward. Calmly deal with problems, focusing on the solution
- Good organizational skills

- Comfortable with technology and software for tracking budgets and managing projects
- Covid vaccination
- Car and driver's license

S+H:

- Positive work environment
- High-quality work product
- Respected in the industry