

## Job description

POSITION: Construction Manager (Full-time Employment or Internship Available)

DIRECT REPORT: Development/Project Manager, HighSide

REQUIRED: Travel

TO APPLY: email [careers@highsidepm.com](mailto:careers@highsidepm.com)

### SUMMARY

The objective of this position is to be the primary on-site representative for the management of construction of multiple projects within the firm's development and project management portfolios. Market segment is weighted towards hospitality, with project types ranging from renovations to ground-up new development typically between \$10MM to \$100+MM in construction costs.

RESPONSIBILITIES (Including but not limited to; varies depending on project type)

- 1) Review and ensure compliance with development agreements.
- 2) Review and ensure compliance with contract agreements.
- 3) Review and coordinate public utility installation including power, gas, tele/data, water, etc.
- 4) Review design documents for completeness, including constructability and compliance with any applicable Owner requirements.
- 5) Assist in problem solving and conflict negotiation between design team/construction team.
- 6) Assist in contract review and negotiations for all members of the project team.
- 7) Review final GMP for completeness, including recommendations for value engineering opportunities. Make recommendation for execution.

- 8) Manage general contractor, design team, and any other necessary consultants during construction, responsibility for budget, schedule, and a successful project turnover.
- 9) Provide daily, weekly and monthly reporting with a focus on schedule, quality and budget control.
- 10) Manage third party vendors needed for projects such as signage, FF&E procurement, low voltage, special inspections. Coordinate the scope of these vendors with the project team.
- 11) Assist in opening activities such as FF&E, OS&E, phone/cable/TV services, etc.
- 12) Provide support for the operator during pre-opening and construction closeout.
- 13) Direct the project close-out and delivery activities.
- 14) Attend punch list and verify completion.
- 15) Assemble and maintain complete project records and close-out documents.
- 16) Assemble and maintain feedback loops for improving development and construction phase tasks.
- 17) Interface with the owner and key executives on all projects assigned.
- 18) Build connections through integrity and leadership
- 19) Participate in weekly team and client meetings.
- 20) Communicate effectively with team members.
- 21) Adhere to the final project development budget and manage project related expenses and change orders.
- 22) Manage to the desired program, Owner's desired scope, and any applicable input from acquisition team
- 23) Review General Contractor's pay applications specifically related to work completed and project status
- 24) Ability to travel when needed to fulfill project responsibilities

25) Perform other duties as assigned and necessary for a successful project.

## QUALIFICATIONS

1) Bachelor's degree in Construction Management, Engineering, or comparable field preferred OR for Internship must be entering Senior year of college.

2) Experience working in construction management as a general contractor, owner's representative, developer, or similar services firm OR be a student entering senior year of a comparable degree.

3) Management experience involving administrative and technical duties and responsibilities OR be a student entering senior year of a comparable degree.

4) Experience as a commercial general contractor.

5) Experience in the hospitality industry not required, but strongly preferred.

6) Ability to manage multiple concurrent projects

7) Ability to set and meet strict deadlines and prioritize workload accordingly

8) Outstanding leadership, organizational, and customer service skills

9) Excellent written and verbal communication skills

10) Excellent analytical skills, attention to detail and a strong work ethic

11) Proficiency in Google Suite and Microsoft Office software applications

12) Proficiency in CPM scheduling software

13) Ability to understand and properly communicate project challenges.

14) Strong interpersonal skills and problem-solving ability to make decisions quickly, keep teams moving and align with schedule, budget and safety standards.

15) Current knowledge of engineering and construction issues related to the type of project being managed.

16) Current knowledge of codes, permitting process for state and local authorities having jurisdiction.

17) Ability to travel for project site visits.

#### SALARY RANGE

(Full-time) \$75,000 - \$95,000, (Internship) \$20-\$24 hr., plus bonus DOE. Compensation may fall outside of the range shown based on the candidate's experience, skills, qualifications, and competencies. HighSide offers a competitive benefits package including a 401k match, healthcare coverage and a range of other benefits.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbents work both inside and outside and have frequent exposure to outside elements where temperature, weather, odors, and/or landscape may be unpleasant and/or hazardous.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee is regularly required to use hands to finger, type, handle, or feel and talk or hear. Employee is regularly required to stand; walk; reach with hands and arms, and climb, stoop, or squat. Incumbents must be able to physically access all exterior and interior parts of the property and amenities and must be able to work inside and outside in all weather conditions including, but not limited to rain, snow, heat, hail, wind and sleet. Employee must be able to push, pull, lift, carry, or maneuver weights of up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Regular travel will be required to some or all of the daily responsibilities of this position.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Job duties and responsibilities can change at any time, with or without notice. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their Direct Report.