

**THISTLE**  
**Job Posting**  
**Construction Project Manager**

**The Opportunity**

Thistle is a mission-based, affordable housing Real Estate company in Boulder, CO. Boulder faces a critical shortage of affordable housing and Thistle is in a unique position to improve and increase the quality and quantity of housing for working families and economically disadvantaged people. This position is an opportunity to make a concrete difference in people's lives and to change the physical landscape by working on Thistle's construction and renovation projects in Boulder and Longmont.

We're looking for a driven team player with a strong sense of accountability and understands the business impact of their decisions; a person who makes expeditious decisions using sound judgement, who resolves issues before they become a problem and knows when to consult the team for help with resolutions. An innovative mindset, meeting challenges with resourcefulness and urgent prosecution of the work are essential.

**The Company**

We're a business-oriented, private non-profit and earn most our operating income from the ownership and management of apartments and for-sale homes throughout Boulder County and in different types of real estate programs. We've been in business for nearly 30 years and enjoy strong community support. To learn more about Thistle, visit: [www.thistle.us](http://www.thistle.us)

We work in a well-established collaborative environment of about 40 people where everyone has responsibility and the opportunity to engage with other professionals to amplify their experience. Work is accomplished in fluid work teams under excellent guidance and supervision; people are accountable for their own goals that support each department's direction, we receive the support and encouragement we need. Although we are a small company, Thistle has achieved significant results and is established and poised for growth. We are dedicated to making the work experience meaningful and productive and the work week is organized within a 36-hour work week for all staff, structured as four nine-hour days.

**The Position**

- Reports to the Construction Manager
- Provides construction coordination and administration support on a current \$15M renovation project; will also initiate and oversee smaller projects.
- Responsible for all facets of contract administration and project management inclusive of proper documentation, reporting, organization, budget tracking and QA/QC.
- Executes tasks that require a high-level of detail and accuracy in an efficient and timely manner.
- Must be just as motivated when performing tasks in a supportive role as when taking the lead on a project.

**Role in Large Projects (\$50K-\$15M):**

- Assists with preconstruction activities such as:

- Conducts inspections to determine existing conditions
- Data collection
- Review of property maintenance issues
- Coordination of 3rd party site reviews or inspections.
- Coordinates with GCs, subcontractors, design teams and internal teams to quickly resolve field issues that arise
- Performs periodic field assessments; documenting existing conditions, construction progress, QA/QC or warranty issues during all phases of projects
- Works with Construction Team to gather and execute all project close-out activities and documentation including tracking and resolution of Warranty Issues

**Role in Smaller Projects (1K-50K):**

- All of the responsibilities previously listed, as well as the following:
  - Helps to determine scopes of work by analyzing property needs, both apparent and latent.
  - Works in partnership with architects, engineers, general contractors and subcontractors, to prepare a budget for the work with relevant data and preliminary cost estimates
  - Administers RFP, Bidding and Contractor selection process
  - Negotiates and writes contracts
  - Provides status and budget reporting
  - Oversees the General Contractor's and other professionals' execution of the work

**The Ideal Candidate:**

1. Do you have four or more years of experience/training in real estate development or construction?
2. Do you understand the complexities of construction projects; such as: materials and methods, building code, building science, green building principals, building systems and equipment?
3. Do you have excellent computer and technical skills (i.e. project management, budgeting and scheduling software; Yardi; Bluebeam; OST; PlanGrid; Autodesk; Procore)?
4. Are you detail-oriented and remain calm while working under pressure?
5. Do you take direction well, while also comfortable being assertive with consultants and contractors?
6. Do you manage numerous responsibilities well, prioritizing and completing tasks in a timely manner?
7. Are you results oriented, driven to see projects through to the end, and persistent when faced with challenges?
8. Do you have a desire to work in a small team on complex renovation projects for a mission-based non-profit?
9. Do you have a bachelor's degree in real estate development or construction management?

**If you answered yes to most of the questions above, APPLY NOW! Submit your résumé with a cover letter explaining why you're the right person for this position via email. Résumés without a cover letter will not be accepted. Send to: [Thistle@thistle.us](mailto:Thistle@thistle.us); POC: Rachel Dunham 303-443-0007 x131**

**Thistle, 6000 Spine Road, Suite 101, Boulder, CO 80301**

**Salary/Wage Range: \$56,000 to \$84,000/year**

**Only qualified candidates will be contacted for interviews.**