



Tectonic Design + Build

Residential Construction
Project Manager

HOW TO APPLY

Send a copy of your resume to HR@tectonicbuilds.com. We will reach out to schedule an initial interview if interested in your candidacy.

JOB DESCRIPTION

Our Project Manager (PM) is responsible for the successful production of our clients' projects, ranging from, but not limited to, partial remodels to new home custom builds. The Project Manager works with the Design team to finalize project schedule and budget, then manages overall progression of the project, ensuring the project is completed within budget, on schedule, and meets Tectonic's standard of quality as well as clients' expectations.

Our PM is highly organized, detail-oriented, and can juggle multiple projects simultaneously.

The exempt, salaried pay range for a Project Manager is \$80,000 - 90,000, commensurate with experience.

Directly reports to / supervised by: CEO

RESPONSIBILITIES

Oversee ~3-5 residential construction projects simultaneously from design planning to close-out ***within BuilderTrend.***

- **Design Planning (10%)**
 - Review and advise on project plans, selections, schedule outline, and budget with Design Team

- **Production Management (65%)**

Responsible for keeping projects on schedule, within budget, and overall quality control.

- Submit permitting paperwork & manage permitting process
 - Coordinate with Superintendent for onsite inspections scheduling
 - Procure selections and other materials
 - Consult with Designer on selections questions or needs
 - Coordinate with Superintendent on delivery schedule & onsite staging
 - Continuously update & manage project schedule; coordinating execution of work by Tectonic Field Team and trade partners
 - Consult with Superintendent on estimated time for Field Team execution
 - Consult with Superintendent on trade partner sequencing
 - Manage subcontractors: ensure subcontractors complete work in a timely & quality manner
 - Work with Superintendent in identifying issues onsite; be the liaison and problem solver for those issues
 - Maintain production budget, including subcontractor bidding, POs, invoices; negotiating change orders
 - Coordinate internally with Design Team re: project design questions from Field Team
- **Client Management (15%)**
 - Client liaison once Build Agreement is signed; develop trusting relationship
 - Address all clients questions and concerns
 - Weekly check-ins and/or updates to clients re: status of project
 - **Tectonic Systems Improvement (10%)**
 - Willingness to contribute ideas and create systems to enhance Tectonic project management and production processes

SKILLS & QUALIFICATIONS

- 5+ years demonstrated residential construction project management experience - specific experience with partial remodels, new home construction, and additions
- Demonstrated experience using project management software (such as BuilderTrend)

- Ability to manage multiple projects in a timely, efficient manner
- Bachelor's Degree (desired, not required)
- Technologically proficient, including but not limited to:
 - Project management software program
 - Google Workspace
- Excellent communication skills, particularly with client customer service
- Organized, detail-oriented, and proactive
- Ability to work cross-departmentally to support the various aspects of design + planning and construction
- Ability to travel across Boulder County for project management

BENEFITS

We value our team. We offer:

- Competitive pay commensurate with experience
- Paid personal time off = 60+ hrs per year
- Unlimited Unpaid time off
- Paid sick & safe time = 48 hrs
- Paid public health emergency leave = 80 hrs
- Credit & Gas Cards
- Tool-Buying Program
- Professional Development Program
- Devices: Company iPad & half of monthly phone bill up to \$50
- 2023 Q1: 401k
- 2023 Q1-2 Goal: Health Insurance

ABOUT TECTONIC

Tectonic Design + Build is a residential construction company in Boulder, Colorado that specializes in building high-performance, healthy homes. We believe homes should be built with intention AND have good indoor air quality, thermal comfort, and energy performance for the people that live in them.

WORKING FOR TECTONIC

At Tectonic Design + Build, we pride ourselves in maintaining a diverse and inclusive team. Our team members bring an array of skills and life experiences, and ALL share integrity in

the work and the desire to deliver on our clients' dreams. We do it right the first time, even if it takes longer. From framing to finish, we ensure quality is our #1.

As a small and growing company, we are often building the plane as we fly it. This requires a team that is adaptable and communicative as needs change and challenges arise. We depend on one another to show up ready, focused, and committed to getting the work done. And to have fun while doing it!

Our ideal candidate is:

- Highly organized
- Detail-oriented
- Motivated
- Autonomous
- Proactive
- Systems-Thinker
- Problem-Solver
- Strong Communicator
- Introspective
- Collaborative

EQUAL OPPORTUNITY EMPLOYER

Tectonic Design + Build is committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, medical condition, genetic characteristic or information, age, gender, sexual orientation, gender identity or expression, marital status, family status, pregnancy, or other legally protected status. We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.