Senior Project Manager

We are searching for a Senior Project Manager to join our team! This position is responsible for the on-site management of active job sites – inspecting work, managing vendors, ensuring quality, and keeping builds moving forward. The ideal candidate will have a background in residential construction with experience in project supervision and/or management.

This is a great fit for someone who knows already knows new home construction, has 3-5 years of applicable experience with proven results, works very independently, solves problems, takes pride in delivering a finished product that's done right, and genuinely enjoys working with people.

Our Senior Project Managers will typically be assigned to our higher budget and/or more complicated custom homes.

GENERAL RESPONSIBILITIES

- Conduct regular site visits on all active jobs – assessing site condition, schedule accuracy, and construction quality
- Review plans, specifications, selections, and scopes of work to ensure they match construction
- Conduct stage-specific punch-outs (framing, MEP, exterior, interior finishes, builder punch) and manage corrections through to completion
- Identify and communicate plan errors, quality issues, and site concerns to various Team Members
- Maintain job site cleanliness and upkeep – dumpsters, erosion control, signage, permit boxes, locks, sump pumps, and site security
- Communicate directly with vendors on site regarding quality, accuracy, and expectations and follow up through the Project Coordinator for documentation
- Identify change orders, VPOs, and back charges as they arise and communicate them to the appropriate team members promptly
- Review and approve payment requests prior to each check run – verifying work is 100% complete before payment is authorized
- Complete daily logs and upload progress photos in Buildertrend after every site visit
- Attend customer-facing site events including electrical walk-throughs and homeowner orientation
- Complete required checklists and to-dos in Buildertrend at the appropriate construction milestone
- Train/mentor other Project Managers and/or Assistant Project Managers as needed
- Perform other related duties as assigned by management

JOB QUALIFICATIONS

- Education: Bachelor's Degree in a related field preferred but not required
- Experience: 3—5 years of residential construction, preferably custom or semi-custom homes
- Advanced construction knowledge
- Advanced CPM scheduling knowledge
- Written and verbal communication skills
- Great customer service skills
- High attention to detail
- A positive attitude and being a team player
- Self-motivated and goal-driven
- Functional computer skills in applicable programs (Word, Excel, and Outlook)
- Valid driver’s license