

VECINO

CONSTRUCTION

Looking for Purpose and growth opportunities?

Have you built an excellent reputation and a proven track record within the construction industry for yourself?

Vecino Construction is in the process of hiring a **Construction Project Manager**. The job would bring financial opportunities. But we don't expect money to be enough of a pull to take a future Vecino Construction team member away from their current successes. We are hopeful, however, that what the Vecino Construction offers in terms of purpose, culture and direction may be.

You can check out our website and get a sense of us. But I think what you'd find in talking to any member of our company is that there is a universal why driving what we do. We're a group of people who decided together that we are in the business of making the world a better place, one community, one real estate development at a time. To make sure that doesn't become just a catch phrase, we also hold ourselves to what we call the gut check. That means if a Vecino Construction Project doesn't address a broader issue, impact a community, set an example, give back, and inspire everyone working on it with a greater sense of purpose, Vecino Construction won't do the deal.

As one might imagine, this has helped us attract a certain kind of person. Early on, we decided we only wanted to work with people we liked—genuine good human beings who could help us maintain a negativity free workplace. If kindness does not come naturally to you, Vecino is not your landing spot.

We have bricks and mortar offices in Springfield MO, Troy NY, Atlanta GA and Salt Lake City UT. This position will be in **Atlanta GA**.

We believe in an Integrated Project Delivery approach and Partner with our own in-house Developers, Architects, Engineers, Creative and Interior Design teams to form the Vecino Group on all our projects. This model better allows us to produce the types of projects in line with our mission and is helpful with scaling and profitability.

We are an equal opportunity company and pride ourselves on attracting the best team members of all walks of life. We believe that our teams should represent the communities we do business in and this policy helps lead us in our success.

We take a collaborative approach to development, which allows construction to get involved from the very beginning of deals, lean into their strengths and focus on what they are best at. Our focus is Affordable housing, Student Housing, and Public Private Partnerships. We are now 70 employees in multiple states. Being a key part of a fully integrated development company with three nationwide lines of business could take your experience to the next level.

We have a unique culture and approach to Construction and Development that we would love to discuss with a qualified candidate. We are growing at a very accelerated rate and there is an opportunity at the Vecino Group we believe is worth exploring.

Ready to have a conversation?

Please send resumes to Sharon D. Guest at sharon@vecinogroup.com

PROJECT MANAGER

REPORT TO: Project Executive
REVISED: 11/27/2018
REGIONAL OFFICE: Atlanta GA – Southeast Region

Roles & Responsibilities

Description: The Project Manager role works in conjunction with the Project Executive to oversee projects as they are nearing the design development stage to take the project through the buyout stage and manage the implementation phase of the construction project. The responsibilities of this position are as follows:

- Serve as primary point of contact for ownership, local support services providers, property managers, state and local agencies and other project stakeholders during the construction phase.
- Assist during preconstruction phase to provide constructability analysis, budgeting support, schedule review and input as required.
- Solicit subcontractors during preconstruction to provide budgeting and constructability input during design.
- Manage bid and procurement process including:
 - Create project-specific bid packages from standard scopes of work
 - Develop front-end requirements for bidders from standard templates, including definitions of responsibility for temporary conditions, insurance, schedule requirements, safety, site logistics, rules and regulations specific to each project
 - Solicitation of subcontractors for bidding
 - Conduct pre-bid on-site walk-thru
 - Receive and evaluate bids
 - Negotiate final scope and contract amounts for each bidder
 - Final development of exhibits and scopes for issuance of subcontracts and purchase orders
- Manage and administer project through construction phase, including:
 - Development and maintenance of overall project schedule, with minimum monthly updates
 - Management of the submittal and shop drawing process that includes establishing a submittal and procurement schedule; review of each submittal; and processing in conjunction with project specifications and delivery requirements
 - Management and enforcement of subcontractor compliance – executed subcontracts, valid insurance certificate, etc.
 - Work in conjunction with Superintendent to develop Quality Assurance and Quality Control measures
 - Monthly cost reconciliation and forecast reporting
 - Maintain an updated and accurate change management process, including status logs for each OAC, timely pricing of changes and processing of owner and subcontractor change orders
 - Administer RFI process, ensuring timely responses through maintaining updated logs, follow up with responsible parties for responses and distribution of answers to impacted entities with timely responses to the design team and owner of any cost or schedule implications.
 - Management of monthly billing and invoicing, including:
 - 1) Coding of invoices
 - 2) Assisting in timely collection of all relevant subcontractor payment applications for the billing period

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- 3) Review of invoices and subcontractor applications for accuracy
 - 4) Support to accounting and project administration for timely responses of any compliance issues or corrections required.
- Chair and administer required meetings during construction – pre-installation planning, OAC meetings, etc. and provide minutes of meeting discussions
 - Maintain control of project documentation and filing in compliance with standardized folder structure
 - Manage punch list process
 - Project closeout – coordinate and manage final inspections, owner training, assembly of maintenance and operations data for building components and collection of warranties

Qualifications and Requirements

- Bachelor's Degree or equivalent industry-specific experience
- Minimum 5 years' experience in industry
- Ability to work remotely and independently from corporate office in a virtual environment and/or interact with others working remotely. Frequent visits to the jobsite will be required once construction begins, with pre and post construction work from a remote location or an office setting.
- Proficiency in Microsoft Office suite software.
- Proficient use of Procore software
- Adaptability for introduction and implementation of new software and systems/templates for operational improvement and efficiency
- Travel as needed
- High degree of customer service and communication skills. This position requires frequent communication with all project stakeholders with exchange of reliable information in a timely fashion.
- Requires high level of concentration and attention to prepare, analyze, and present complex technical and financial data to aid in key decision making
- Ability to operate standard office equipment and to maintain documentation and files for record retention and easy retrieval in a manner consistent with company standards and policies.