

DATE: March 24, 2023
JOB TITLE: Construction Project Manager
CLASSIFICATION: EXEMPT
REPORTING: Principal

1. ABOUT TERREX

Terrex Development & Construction is a commercial real estate services company that focuses in the development and construction of multifamily, industrial, medical office, retail, urban, and mixed-use projects. The Company aims to deliver best value to its development, consulting and construction clients by delivering knowledge and thoughtful solutions to projects and clients. Terrex takes a consultative, solutions-oriented approach to provide a full range of real estate services for our clients. Terrex was founded by three individuals with a combination of more than 70 years of experience in the industry and a vision to deliver transparent, client-centric development and construction experiences.

Terrex was founded on the belief that its success is created and then sustained by:

- Hiring and developing the best talent possible with a focus on intellect over horsepower and who share passion for their work and the enjoyment that comes from working on great projects with great people.
- Develop and construct successful projects for our clients and investors; putting their goals and objectives ahead of our own.
- Partner with the highest caliber clients, investor partners, subcontractors, consultants, and employees to deliver best value for stakeholders.

2. JOB PURPOSE

The Project Manager (PM) will manage, coordinate, and supervise the construction process from the pre-construction state through project close out. PM is responsible for delivering projects on time and on budget.

3. GOALS & OBJECTIVES

- 3.1. Take solid leadership of assigned projects and opportunities and execute to complete the myriad tasks necessary to complete construction projects.
- 3.2. Show mental agility in managing the construction process, problem solving to resolve issues, team building with various team members working on projects and overall managing of the details associated with construction projects.
- 3.3. Work with construction team to assess and evaluate new project opportunities.
- 3.4. Willingness to be self-sufficient to learn in furtherance of their education in the construction business and then to ask questions when needed.
- 3.5. Presents effectively, confidently and on an educated basis to various project stakeholders.
- 3.6. Comfortable acting in a dynamic environment where circumstances and issues evolve and change regularly.
- 3.7. Effectively works with clients to deliver on agreed upon scopes of work and always represents the organization in a professional and level-headed way.



- 3.8. Ability to bring an “owner” perspective to projects and applies that perspective to everything they do.

4. DUTIES & RESPONSIBILITIES

4.1. Project Management

- 4.1.1. Responsible for the coordinating and managing of multiple people, projects, material, equipment, budgets, schedules, quality control, contracts; and safety of employees and the general public.
- 4.1.2. Responsible for a controlled transition of the project from the project development (pre-construction) stage to the project execution/delivery stage.
- 4.1.3. Create bid packages, estimates, scopes of work, manage designers, and coordinate pre-construction activities. Assist in value engineering and design coordination.
- 4.1.4. Creates, communicates, and monitors schedules on a daily basis.
- 4.1.5. Direct and monitor the progress of construction activities.
- 4.1.6. Obtain all necessary permits and licenses and, direct or monitor compliance with building and safety codes and other regulations. Document responsibilities, through meeting minutes distributed to all in attendance.
- 4.1.7. Work with Subcontractors to manage contractual obligations, timelines and quality of work. Provide overall project administration.
- 4.1.8. Validate all project related invoices for payment. Monitor project site completion percentage to verify contractor’s requests for progress payments. Update project projected costs monthly, and notify supervisor of any variances.
- 4.1.9. Work with and schedule inspections with the authority having jurisdiction on all projects
- 4.1.10. Communicate with the customer throughout the project to ensure smooth project delivery. Document all in writing whenever possible.
- 4.1.11. Review shop drawings and submittals, and ensure that all are approved by the appropriate parties prior to installation.
- 4.1.12. Complete project close out paperwork, direct the creation of the Operations and Maintenance Manuals for delivery to customer upon project completion.
- 4.1.13. ALL OTHER DUTIES- Perform all other duties as assigned, including carrying out responsibilities, performing duties, using skills and working in conditions necessary to perform all assigned tasks.

4.2. Opportunity Evaluation

- 4.2.1. Work with team to assess and quantify projects and assist in determining whether to pursue.
- 4.2.2. Continue to develop a network of influencers and professionals to assist in sourcing construction opportunities for the organization.

4.3. Leadership

- 4.3.1. Provide key leadership for the team, fostering unity and cooperation to function as one collective body.
- 4.3.2. Be willing and able to participate in the tactical, hands-on parts of the job and bring projects across the finish line.

4.4. Continuous Improvement

- 4.4.1. Continuously identify areas to improve and work to address those areas in partnership with management.



- 4.4.2. Willingness to identify strengths and weaknesses in an effort to further oneself and the organization.

5. KEY TECHNICAL SKILLS & KNOWLEDGE

- 5.1. Ability to communicate effectively with subcontractors, owners and material suppliers required.
- 5.2. General computer skills and proficiency in Microsoft office suite required
- 5.3. Familiarity with AIA / Consensus Documents contract documents required.
- 5.4. Ability to create and maintain project schedules utilizing Microsoft Project. Must be highly organized and detail oriented with strong ability to follow multiple ongoing tasks through to completion.
- 5.5. Must have a valid and clean driving record that will be checked annually. Extensive local travel time is required so safe and courteous driving practices are required.
- 5.6. Physical requirements include but not limited to: lifting, carrying, climbing ladders, bending over, reaching overhead, crawling on hands and knees, standing/working on feet for extended periods of time, able to lift at least 50 lbs, and performing any other physical activity related to the construction industry.
- 5.7. Extensive cell phone usage required
- 5.8. Demonstrates leadership and teamwork skills and a can-do, positive attitude
- 5.9. College degree in Business, Construction Management or Engineering related.
- 5.10. 5 to 10 years of relevant experience required; time pursuing graduate level education may be given consideration as well.
- 5.11. Wide spread experience of working in all phases of construction including design, planning, entitlement, construction, demolition, and redevelopment.
- 5.12. Proven ability to manage a diverse team members, processes and tasks efficiently.
- 5.13. Excellent communication, team building, resource management, and conflict resolution skills.
- 5.14. Safety training (OSHA 30-hour, First Aide, and CPR)
- 5.15. LEED Accreditation is preferred

6. KEY SUCCESS FACTORS

- 6.1. This person must be open minded and willing to work with a range of individuals from frontline field associates to executives.
- 6.2. This person must have mental agility; being able to understand different concepts to effectively execute on a broad range of responsibilities.
- 6.3. This person must gain respect at all levels for their professional skills and competence.
- 6.4. This person must be energetic and eager to learn.
- 6.5. Must be a good listener and able to pick things up quickly.
- 6.6. This person must be detail oriented and take pride in providing accurate and well thought out information.



- 6.7. This person will take responsibility for projects and efforts within them, will hold themselves accountable and assure accountability of team members.
- 6.8. We are looking for a long-term, committed employee willing to roll their sleeves up, jump right into working to grow the organization and to do what it takes for success.

TERREX IS AN EQUAL EMPLOYMENT OPPORTUNITY COMPANY:

Terrex, LLC, Terrex Construction, LLC and its affiliates (“Terrex”) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Terrex complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Terrex expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Terrex’s employees to perform their job duties may result in discipline up to and including discharge.

