

## **OWNER'S CONSTRUCTION MANAGER (MULTIFAMILY CONSTRUCTION)**

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Salary:	Competitive
Employment:	Independent Contractor
Real Estate Field:	Construction
Project Locations:	Travel Required. Bozeman, Montana and Great Falls, Montana

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### **DESCRIPTION**

Seeking an Owner's Construction Manager to represent the owner during the construction of two 216-unit garden-style apartment communities each with clubhouse and pool (one located in Bozeman, MT and one located in Great Falls, MT). Responsibilities include contract administration of a GMP cost-plus contract, daily quality assurance quality control inspections and documentation, consultant management, monitoring budget and schedule control, and other project documentation. An individual with knowledgeable construction or design experience. Must have a strong skill set of oral and written communication, proficient leadership, and personal organization. Must act responsibly in the best interest of the owner.

### **RESPONSIBILITIES**

- Administer and oversee owner's construction management software process, which includes coordination with the contractor:
  - RFIs
  - Submittals
  - Field Reports/Documentation
  - Schedules
  - Meeting Agendas
  - Meeting Minutes
  - Change Orders
  - Pay Application
  - Punch List
  - Close-out documentation
- Management of contractor compliance with construction contract and construction drawings.
- Daily quality assurance / quality control inspections and documentation in collaboration with architect and design consultants. Will be required to walk site and buildings to record project progress using OpenSpace at the direction of Owner.
- Point of contact with architect, design consultants and general contractor/construction manager.
- Manage general contractor/construction manager communication and reporting requirements with ownership group covering budget, monthly schedule compliance, review and approval in collaboration with owner's scheduling consultant.
- Develop an in-depth and functional working knowledge of the project specifications, construction drawings and GMP contract.

- Facilitate resolution of design, construction and project delivery issues between general contractor/construction manager, and design team/consultants, and provide written communication on each issue as defined in the GMP contract.
- Coordinate with other entities such as owner consultants, the procurement team, accounting and marketing to address potential/pending issues.
- Attend weekly/monthly project meetings, safety meetings, and subcontractor meetings with contractor in person or virtually, as needed.
- Generate weekly/monthly reports, as required.
- Oversee the implementation of vendor agreements and delivery of supplementary scopes including utilities, FFE, signage, communication, etc.

### **QUALIFICATIONS**

- Bachelor's degree (construction management, architecture or engineering is a plus).
- Conversant and knowledgeable of construction processes and procedures including CSI codes, project timelines, project cost control, design phases and processes, construction knowledge and coordination issues typical for multifamily projects.
- Monitor and set expectations for a high level of quality workmanship and sub-contractor performance.
- Monitor and set expectations at all times to establish a clean, safe and healthy workplace.
- 5 to 10 years of relevant experience preferred.
- Computer proficiency to include Microsoft Office program suite.
- Ability to interact with people in a diplomatic, courteous, respectful and professional manner.
- High energy level with excellent interpersonal and relationship skills to effectively interact with the construction manager, architect, engineers, city officials and future tenants.
- Proven leadership and management capability including conflict management, problem solving, proactive and sound decision making, innovative thinking, multi-tasking, forward planning and a drive for task completion.
- Demonstrated self-starter with strong analytical skills.
- Ability to work independently and collaboratively with a team.
- Provide a professional resume and project experience list.
- References will be requested.