

# STONE SHERICK

## CONSULTING GROUP

### Job Description

**Job Title:** Construction Project Manager

#### **Essential Duties and Responsibilities:**

##### **Administrative**

- Produce written reports, schedules, and related correspondence for clients.
- Attend meetings and trainings to remain current on all topics related to the field of construction, housing and community development.
- Keep daily record of personal hours worked on each project to be submitted monthly.

##### **Planning**

- Develop schematic and space planning layouts to guide design process
- Provide preliminary visual representation [base maps, photo rendering and images] to support written narrative, using programs such as AutoCad.
- Research, data analysis, and production of neighborhood plans.
- Production of feasibility studies for potential developments.

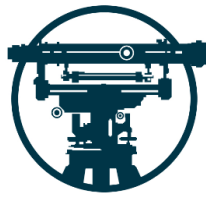
##### **Development**

Coordinate pre-development and development activities with staff, including, but not limited to:

- Legal documents
- Permit expediting and approvals
- RFP Coordination for architect, engineer, and general contractor proposals
- Construction documents
- Construction oversight and administration
- Payment review and tracking
- Funding source compliance
- Appropriately interface with government & financial entities pertaining to development including but not limited to banks, funders, lenders, and city, state, and federal offices.
- Presentation to community members and major stakeholders.
- Management of architect, engineer, contractor and other professionals.
- Ongoing management of project financials.

##### **Management**

- Manage projects in predevelopment, including all aspects related to getting the project to construction and then ongoing management of project through construction and completion/ lease-up.



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### **Educational & Experience Requirements:**

- Associate Degree
- A minimum of 5 years of construction project management experience
- Construction experience -architecture or engineering background
- Competent in word processing, spreadsheet, internet/email and database computer software, preferably current versions of Autocad, Word, Excel, Access , Microsoft Project, Adobe Suite
- Experience in affordable housing development & open space development
- Excellent written and verbal skills
- Ability to manage several projects at once
- Ability to adapt to changing work assignments and to function effectively under deadline
- Ability to work well with a wide variety of people
- Drivers License

**Immediate Supervisors:** Joe Sherick

**Working Hours:** 9 am to 5 pm.

**Salary:** based on experience