

Orren Pickell Building Group, LLC
Job Description
PROJECT SITE MANAGER

Job Title: Project Site Manager
Division: Orren Pickell Building Group, LLC
Reports To: Vice President of Construction
FLSA Status: Nonexempt
Prepared By: Lisa Pickell
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Approved By: Lisa Pickell, President
Approved Date: February 1, 2019

SUMMARY OF POSITION:

A Project Site Manager is reasonably knowledgeable in regard to various construction while managing jobsite under the direction & supervision of a construction superintendent. The trade is generally learned through years of hands-on work, often in carpentry or mechanical repair environments, or 2-4 years of Architecture or Construction Project Management Schooling. The site manager has an eye for detail, able to solve problems, schedule subcontractors' work and assure quality control of the project. Responsibilities vary greatly and include completion of a remodeling project, minor carpentry, and liaison with contractors and clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise remodeling projects that have limited trades and simple design.
- Coordinate schedule with Construction Superintendent and Subcontractors to maintain timely project completion.
- Prioritize tasks according to urgency and schedule subcontractors
- Read and interpret plans, sketches, and shop drawings.
- Determine parts and supplies necessary to complete repair/installation.
- Identify faulty workmanship or safety concerns in the residential setting. Initiate corrective action.
- Use a variety of hand and power tools, devices and equipment in performing duties.
- Communicate to client the type work that was performed, associated costs and any follow up that may be required.
- Maintain and clean equipment.
- Maintain clean and orderly work areas.
- May perform work of carpenter as assigned.
- Keep accurate records of labor performed and materials used of each job.

- Obtain and submit receipts for all supply/material purchases.
- Return any unused items promptly for refund/credit.
- Direct and supervise work of subcontractors on project site.
- Perform related duties as assigned or needed.

QUALIFICATIONS

A project site manager must be able to work independently, take pride in his work, have the drive to serve his customers well and in a timely fashion. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to handle customer complaints.
- Able to interact with clients and coworkers on project site.
- Able to resolve problems efficiently.
- Able to be discrete and flexible.
- Detailed oriented.
- Proficiency with email and basic computer operation.
- Adheres to security and protection of homes and possessions within them.
- Physically capable of moving and lifting equipment
- Plumbing, carpentry, and electrical skills
- Clean driving record.
- Possession of own tools
- Willingness to keep informed of new materials and methods in this trade.

EDUCATION and/or EXPERIENCE

Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and maintenance experience. 1-3 years of working in the construction industry.

LANGUAGE SKILLS

Able to understand verbal and written instructions. Must Speak English. Spanish and/or Polish helpful.

MATHEMATICAL SKILLS

They must possess excellent basic math skills, including fractions.

REASONING ABILITY

Adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during project, and permit prompt resolution of problems and conflicts as they occur.

Able to envision all steps in assigned tasks.

Able to organize assigned tasks for completion alone or with help.

Able to complete paperwork or data entry required for personal time sheets or billing in a timely manner.

CERTIFICATES, LICENSES, REGISTRATIONS

Current completion of EPA Lead Renovator Training Program

PHYSICAL DEMANDS

Project Site Manager should have the ability to climb ladders, crawl into tight spaces, bend down, kneel for extended periods and lift heavy objects.

Must be able to lift and move objects up to 75 pounds consistently with heavier weight necessary at times.

WORK ENVIRONMENT

Most of time is spent working in residential homes. Some driving is required. Valid driver's license is required.

COMPENSATION

Commensurate with experience