

**OLD TOWN DESIGN GROUP
CONSTRUCTION MANAGER
JOB DESCRIPTION**

FUNCTION

The Construction Manager will manage six main buckets of responsibilities; Customer Relations, Communication, Leadership, Quality of our Product, Scheduling of services, and Maintaining a Budget.

MISSION

The Construction Manager will maintain the integrity of Old Town in all aspects. All responsibilities performed require extensive knowledge and understanding of all Old Town residential properties, mission and values. Candidate will possess an entrepreneurial work ethic and be able to work collaboratively with other Old Town team members.

RESPONSIBILITIES

- Customer Relations
 - Achieve a 4.0+ star rating on Customer Survey at home completion; present & encourage completion of customer survey
 - Build a lasting relationship with our customers
 - Trust (Show up on time, Do what you say, Finish what you start, Say please & Thank you)
- Communication
 - Attend and actively lead Core Team meetings on a weekly basis, ensuring clear action plans and communication plans
 - Conduct daily communication with Trade Partners and Internal Staff to ensure schedule, quality and budget are achieved
 - Complete daily logs a minimum of three (3) times per week including critical information such as weather impacts, unforeseen circumstances, and completion of critical tasks; Adding a minimum of three (3) pictures to each log
 - Facilitate personal communication with customer a minimum of two (2) times per week
- Leadership
 - Demonstrate leadership and ownership of entire community operations and customer relationships
 - Provide consistent training and mentoring of Assistant Construction Manager
 - Lead Trade Partners to achieve build per quality, schedule, and budget
 - Provide timely feedback and encouragement to Assistant Construction Manager and Trade Partners
 - Approval of timesheets per required guidelines
- Quality
 - Develop a comprehensive understanding of each build including review of specifications, plans, and all contract documents
 - Implement plan to ensure proper installation of all critical components
 - Meet or exceed all BAGI or internal Old Town Design Group quality standards
 - Full understanding of each Trade Partners quality standards

- Complete all required quality checks per BuilderTrend schedule, communicate to Trade Partners and ensure completion of quality check items in a timely manner
- Appropriately hold Trade Partners accountable for achieving required quality level
- Ensure every home, every room, every lot and overall community remain clean. All trash in receptacles, houses broom swept, and all materials organized; Hold Trade Partners accountable for job site cleanliness
- Scheduling
 - Update schedule in BuilderTrend on a daily basis
 - At start of home, revise schedule to fit the build, I.E. ranch home, real wood floors, etc.
 - Anticipate potentials schedule impacts and establish a plan; facilitate communications with the Trade Partners
 - Achieve completion of the home within approved build days
 - Manage schedule to ensure no dry runs by Trade Partners
- Budget
 - Ensure installation/ build is done per specs, plans, contract docs, and approved Change Orders. All changes from original scope must be done via Change Orders. Construction Manager to be point person on Change Order creation
 - Elevate out of budget expenses to Area Construction Manager
 - Control abnormalities (13000 Acct.) expenditures through active management & appropriate accountability with Trade Partners
 - Demonstrate overall ownership of ensuring that home are completed per budget

REPORTING

The Construction Manager will report directly to the Area Manager.

I have read this job description and fully understand the requirements stated above. I understand that Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. I further understand that this job description does not constitute an employment contract with Old Town Design Group.

Name: _____

Signature: _____

Date: _____