



OLD TOWN DESIGN GROUP CONSTRUCTION MANAGER JOB DESCRIPTION

Old Town Design Group is seeking a Construction Manager to join our team in Carmel, IN. We are a dynamic and growing custom home builder, known for developing outstanding locations with timeless home designs throughout Central Indiana. Old Town has a passion for people and the communities in which we work, and we are looking for a like-minded team member who will bring a passion for excellence, great work ethic, and a positive, can-do attitude to our team.

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 Divisional 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 daily
 - At start of home, revise schedule to fit the build; EX. ranch home, real wood floors, etc.
 - Anticipate potential 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 Divisional Manager
 - Control abnormalities (13000 Acct.) expenditures through active management & appropriate accountability with Trade Partners
 - Demonstrate overall ownership of ensuring that homes are completed per budget

EDUCATION

- High School Diploma or GED
- 3+ years of previous construction or relevant experience

- Ability to read construction drawings and technical manuals
- Ability to perform minor punch items
- Clean background and driving record
- Self-starter who can work well both as part of a team and independently
- Willingness to contribute when and where needed, to work with other team members to ensure all functions are completed in an efficient and timely manner.

REPORTING

The Construction Manager will report directly to the Divisional 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: _____



The Old Town Design Group

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Department.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Current Salary: \$ _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or defined duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's partners.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature: _____ Date: _____