



LakePointe Property Management

Job Description

Position: Construction Project Manager	FLSA: Exempt
Department: Construction	Reports to: V.P.

Summary

To provide management oversight for all phases of the construction project, including coordinating Sub-contractors, and Vendors, ensuring that specifications are being followed, and work is proceeding on schedule and within budget. Also works closely with Architects, Engineers, and City officials.

Essential Duties and Responsibilities

- Building Development and Construction
 - Works closely with new and existing tenants through their tenant improvement build out.
 - Works with General Contractor, Sub-contractors, Engineers, and Architects to ensure proper construction drawings, budgets, and schedules are created and adhered to.
 - Works closely with City officials to obtain approvals and permits.
 - Oversees new construction and TI build outs to ensure they are completed in a timely and cost-effective manner.
 - Responsible for proper administration of bids and contracts.
 - Provides updates to the Leasing, System, and Operation Managers.

Qualifications

- Minimum Qualifications:
 - 2-year degree in Construction Management or Construction Science preferred.
 - 2 years or more experience in supervising construction projects with increasing complexity.
 - Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
 - Good oral and written skills.
 - Working knowledge of Microsoft Project, Word and Excel.
- Ideal candidate will have the following traits:
 - Trustworthy and dependable
 - Good organizational skills
 - Detail oriented
 - Self starter
 - Ability to follow through with projects and tasks
 - Good problem-solving skills
 - Team player
 - Good communication skills