



Primary Responsibilities – Functions and outcomes for which you are ultimately responsible for.

- Manages all financial and administrative aspects of a project. Including but not limited to subcontract review, buyout, change orders, work orders, estimating scope review and invoicing.
- Leads OAC, project and coordination meetings AND reports with notes and feedback in a timely manner
- Completes projects on time
- Successfully complete projects in a manner that earns repeat business
- Personally, reviews and comments, in detail, pertinent submittals, samples and shop drawings
- Physically walks project site on a weekly basis to provide feedback to staff related to safety, quality control and project success
- Provides project leadership through effective communication, reporting and daily involvement
- Provides senior Pacific Builders leadership with regular, pointed updates regarding project successes, failures and challenges
- Regularly respond to project team members by phone, text or email as required
- Consistently and successfully manages 3-4 concurrent projects and a total annual volume of at least \$20 million.
- Reports to Vice President – Construction
- Upholds Pacific Builders Values in all actions and decisions

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Create environments that enable professionals to better benefit those they serve

PREPAREDNESS – CONSISTENCY – RESPECT



Secondary Responsibilities - Functions or outcomes that others are responsible for, but you are regularly consulted or provide input to.

- Assist managing subcontractor progress on site
- Assist in review of project site safety
- Revenue and profit forecasting

Vital Few - Primary people/roles directly responsible for helping you drive the functions and outcomes you are primarily responsible for.

- Assigned Superintendents or Senior Superintendents
- Project Engineer/Project Coordinator/General Superintendent/Project Executive
- Project Estimator
- VP of Construction

Information - Specific information inputs that go into your ability to effectively execute your role responsibilities.

- Complete and detailed construction documents
- Complete, timely and accurate RFI and submittals responses
- Regular and concise updates from field related to schedule and performance
- Current and accurate project financial and budget information

Professional skills, personal characteristics and or certifications required to be successful in this role.

- Extensive knowledge of the commercial interior construction process
- Ability to take ownership of a project or task
- Ability to multi task
- Do what you say you will do
- Exhibit effective organizational skills
- Effective problem solver
- Effectively manage your time
- Self-motivated
- Be a good communicator in writing and in person
- Maintain composure and mutual respect in the face of adversity

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