



Company: Tarragon L.L.C.
Position: Land Development Site Operations Manager
Reports To: Senior Construction Manager
Classification: Exempt
Position Location: Sumner, Washington

ABOUT TARRAGON:

We strive to build opportunity and cultivate community through our expertise, integrity, and stewardship. Locally owned and operated, Tarragon delivers diverse projects, including residential, industrial, commercial, and land development, all with a long-term hold perspective. In every project we create, we are dedicated to driving value for the community, tenants, and our partners. We develop Class A industrial, residential, and commercial projects. Our team is responsible for sourcing new acquisitions and overseeing all our projects' design, entitlement, permitting, construction, and leasing. We plan, execute, and remain involved with our affiliates through the project's life cycle.

POSITION SUMMARY:

Partners with the Senior Construction Manager to supervise, direct, and coordinate management of residential plat development construction projects, including coordination with Ownership, Designers, Consultants and Contractors to ensure efficient and orderly completion of the project.

POSITION RESPONSIBILITIES:

The Site Operations Manager's job responsibilities shall include, but not be limited to, the following:

- Have a thorough and complete knowledge and understanding of the contract drawings, specifications, and addenda.
- Assist in pre-construction activities including estimating, budgeting, bidding and scheduling.
- Develop, implement, revise and distribute detailed construction schedules in coordination with the Contractors.
- Coordinate with survey firm to resolve issues on site plans, existing conditions, topographical issues and final as-built drawings.
- Ensure Contractor compliance with all aspects of the contract agreement.
- Coordinate and review shop drawings in accordance with the plans, specifications and other contract documents.
- Review Contractor's and Consultant's Daily Reports.
- Conduct weekly coordination meetings with the Contractors and issue minutes to all applicable parties.
- Resolve field coordination issues.
- Experience in reading plans/blueprints, stakes, ability to check grades, understanding of soil types and composition, calculating slopes, percentages and elevations, knowledge of safe operation of the various types of equipment on the project.
- Review and approves Contractor and Consultant request for payments.
- Prepare and log Change Order Requests and Change Orders.



- Track and coordinate compliance with all project's permits.
- Utilize available construction management and accounting software to analyze job cost and update projected cost to complete.
- Coordinate and execute all documents required to properly close out a project's completion including final inspections, deficiencies, and warranty work.
- Participate fully in health, safety, quality, and environmental processes.
- Act with honesty and integrity at all times.

REQUIRED EXPERIENCE & ABILITIES:

A successful candidate will possess the following experience and attributes:

- A Bachelor's degree in Building Science, Construction Management, or an Engineering discipline is preferred.
- 10+ years' experience in a supervisory role overseeing mass grading / earthwork, grading, road construction and underground utility installation (sewer, water, storm, franchise utilities).
- Demonstrated leadership, communication and interpersonal skills are a must.
- Must be proficient with Microsoft Word, Excel, Outlook and Project.
- Training and Certifications Preferred: First Aid/CPR, WISHA/OSHA, Confined Space & Trenching and Excavation, Fall Protection.

COMPENSATION

Very competitive salary and benefits based on experience.

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to tarragonjobopportunities@tarragon.com:

- Resume
- Cover letter

Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.