



Company: Tarragon L.L.C.
Position: Construction Manager
Reports To: Director of Construction
Classification: Exempt
Position Location: Sumner, Washington

POSITION SUMMARY:

The Construction Manager (CM) will provide project operational and technical expertise, and be responsible for budgeting, schedule, reporting, and general site operational performance. The Construction Manager will lead and perform the construction management effort; including, pre-construction, estimating, bid evaluation, project buy-out, and overall site management.

POSITION RESPONSIBILITIES:

The Construction Coordinator's job responsibilities shall include, but not be limited to, the following:

PRIOR TO CONSTRUCTION:

- Work with the Project Development Team and Acquisitions to assist in the feasibility phase of a project. Assist in the due diligence process by responding to requests for preliminary pricing, and analysis of existing architectural and engineering data, geographical data, topographical data, civil information, utility availability, and any other construction-related issues.
- Work with the Director of Construction, the Project Manager, Architects, Engineers, and other consultants to provide pricing and construction input during the design development process.
- As the documents become more clearly defined, assist in the preparation of a complete estimate of the costs by working with trade contractors to obtain pricing for various aspects of the project. Receive and analyze all bids and incorporate them into a detailed estimate to be presented to the project team. Prepare detailed schedules of the activities necessary to complete the project within the specified time frame.
- Work with the director of construction, architect, and development team during the pre-construction phase to value engineer the project.
- Assist the Development Team to ensure plans, specifications and finishes are completed in a timely manner so the preconstruction and estimating process is completed in the most complete and professional way possible.
- Assist in the development of a specification that conforms to the marketing requirements of the project and the budget that has been established. Prepare a scope of work for each trade that will be needed on the project.
- Implement the company's cost control systems and monitor the timely flow of information from the field to accounting, and others who require this information.

DURING CONSTRUCTION:

The Construction Manager will have overall responsibility for onsite operations of the project including the following:

- Planning and short interval scheduling, meeting with contractors, and review of all contracts to ensure trade contractor compliance.
- Review engineering and architectural plans with the site staff.
- Confirm requirements for the job site, office, storage filing systems, staging and parking areas, and trash removal with the field staff.



- Monitor Trade contracts; ensure pre-construction meetings are held with the trade contractors and inspectors. Assist in the organization of the agenda for these meetings and ensure that minutes are taken.
- Schedule and host weekly trade contractor meetings to discuss safety, schedule, and coordination. An agenda is to be prepared before each meeting, and minutes are to be kept.
- Meet with the project superintendent and the foreman of each trade contractor, prior to the trade starting work, and carefully review the scope of work as outlined in their contract.
- Provide contract administration and resolve contract disputes.
- Meet regularly with the project team, including regular weekly meetings with the DC and Development.
- Work closely with the development team on any issues relating to drawing conflicts, clarification of details, and any other requirements by the development group during the course of construction.
- Scheduling: Ensure that each project has a realistic logical construction schedule.
- Work with the project superintendent and prepare a detailed project schedule using Microsoft Project. Review and modify existing schedules for specific project requirements.

PAPERWORK:

- Enter all contract, change order, and purchase order detail into the excel Project Cost Report. Update the Cost Report on a monthly basis with download information from Yardi.
- Liaison with the project accounting staff to ensure and ensure that provided information is timely, accurate, and in accordance with company policies.
- Draft and submit contract changes, change orders, and purchase orders for approval. Prepare field directives and change orders as required for any additional costs or changes to the work. Forward for review by DC.
- Prepare monthly bank draws in conjunction with the DC and accounting.

TURNOVER OF PROJECT:

- Work with all trades regarding submittals, such as operation and maintenance manuals, warranties, and other paperwork required for project completion.
- Meet weekly with Property Management Staff to schedule interior and exterior building walks; review building delivery schedules; confirm occupancy dates and delivery of building to Tarragon Property Services.
- Work closely with the project administrator to produce Operation and Maintenance Manuals for the use of Tarragon Property Management and the operation of the property.
- Work closely with the development team to obtain exoneration of performance and maintenance bonds.

REQUIRED EXPERIENCE AND ABILITIES:

A successful candidate will possess the following experience and attributes:

- BS in Construction Management, Engineering, Architectural, or related degree, or 10 years minimum of applicable experience.
- Experience dealing with design consultants and governmental representatives.
- Experience preparing and managing reports, budgets, and schedules.
- Competent with Microsoft Word, Excel, and MS Project.
- Complete understanding of construction cost accounting and budgeting systems.



KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Balanced decision making
- Attention to detail
- Accountability for others
- Ability to delegate (and follow up)
- Creative problem solving
- Customer-oriented
- Self-management
- Team player and motivator
- Excellent written & verbal communication skills
- Handling stress
- Long-range planning
- Personal accountability
- Persuading others
- Proactive thinking
- Problem management
- Results-oriented

HOW TO APPLY:

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

- Resume
- Cover letter
- References

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.

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.