



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

**POSITION SUMMARY:**

The Site Operations position shall be focused on the monitoring of construction and completion of multifamily and residential projects. Site Operations will be directly reporting and working with the Director of Construction or designated Construction Manager, perform preconstruction drawing review; modify scopes of work as applicable to each specific project; inspect the quality of work by contractors; coordinate with municipalities; act as the liaison between design consultants and contractors; manage the project schedule; coordinate all inspection, and turn the project over to property management.

**POSITION RESPONSIBILITIES:**

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

- To understand, initiate, and ensure contractors always follow all WISHA and WAC safety regulations on the job site in order to maintain a safe workplace.
- Host weekly job site coordination meetings.
- Leadership abilities.
- Interpret, understand and follow plans and specifications in the construction of the project.
- Have a thorough knowledge of construction techniques and the imagination to derive the most efficient method of completing a task.
- Ensure that all plan changes are properly noted and indicated on as-built plans.
- Maintain a high standard of quality control and ensure the project is constructed per the contract documents.
- See that good housekeeping practices are observed and maintained by Contractors.
- Schedule materials, equipment, and Contractors in a timely fashion.
- A conscientious attitude towards controlling job costs and adhering to progress schedules.
- Update and manage project completion schedule.
- Assist Contractors with any problems and liaison these problems with the owner's consultants.
- Initiate and close out RFIs as required.
- Ability to communicate our sequence of activities and completion schedules to all Contractors and material suppliers to effectively meet our goals.
- Inspects materials and work in progress to ensure that workmanship conforms to specifications and adherence to construction schedules.
- Complete a Daily Progress Report each day.
- Ensure the project is secured each night.
- Strong leadership abilities.

**EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Competent computer skills.



- Ability to read and understand architectural, structural, and all required design drawings.
- Minimum ten (10) years' experience in a multi-family construction environment.
- College level schooling or Journeyman-level trade experience preferred.
- Wood frame multi-family experience.

**PHYSICAL AND MENTAL FUNCTIONING REQUIREMENTS:**

- Ability to perform in all types of weather.
- Ability to perform medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching, and lifting to a maximum of 100 lbs., with frequent lifting and carrying of up to 50 lbs.
- Good eye/hand coordination is essential.
- Color perception, the ability to differentiate colors in terms of hue, and the ability to identify a particular color or color combination from memory are required.

**TURNOVER OF A 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.

**HOW TO APPLY:**

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

- Resume
- Cover letter
- References

*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.*