

FIELD PROJECT MANAGER TURNS & MAKE READY

TITLE: Field Project Manager Turns & Make Ready
DEPARTMENT: Property Management/Field
REPORTS TO: Property Manager
FLSA STATUS: Non-Exempt

JOB SUMMARY

Full-cycle oversight of rehab and turnover efforts (budget variance, vendor management, quality control, timeline management and scheduling) of Company personnel and third-party general contractors and vendors.

ESSENTIAL JOB FUNCTIONS

- Create scope and budget for rehab and turn properties to ensure that each property is transitioned or returned to a move-in-ready condition as quickly and cost- effectively as possible.
- Execute approved rehab and turn scope by managing general contractors and vendors to ensure on-time and on-budget (or under budget) delivery of all rehabs and turns. Observe and ensure job site safety during project management visits to portfolio properties.
- Document and submit change orders for approval. Ensure necessity of change orders and proper completion of approved work.
- Identify costs that should be attributed to Residents as part of the deposit reconciliation process.
- Document entire rehab process with before and after photos.
- Manage quality control review and punch list process for all rehabs and turns.

SKILLS AND ABILITIES

- Must be able to work well under pressure.
- Possess strong communication and problem solving skills.
- Excellent organizational skills.
- Strong communication skills both verbal and written.
- Ability to write clear and concise correspondence.
- Work collaboratively with team members.

MINIMUM QUALIFICATIONS

- High school or GED.
- 5+ years of single family/residential construction experience.
- Residential remodeling, construction and maintenance experience.
- Must have extensive knowledge of codes, municipal by-laws, inspection, estimating and planning.
- Proven record in getting residential properties to rent ready status.
- Strong background in residential construction and remodeling.
- General knowledge of plumbing, electrical and HVAC.
- Must have valid driver's license, auto insurance and good transportation.
- Ability to create and manage a budget.
- Ability to analyze and maintain workflow.
- Ability to negotiate a contract with a recent understanding of local pricing and construction standards.
- Ability to Multi-Task, Manage multiple Projects at one-time, Work Independently and Communication Effectively to entire team.

- Required Tools: Tool Box, Hammer, Tape Measurer, Screw Driver Set, Standard Wrench Set, Plier Set, Channel Lock Pliers, Two Foot Level, Pipe Wrench, Crescent Wrench - these tools will NOT be provided by the Company and will be necessary to perform the job duties

PHYSICAL REQUIREMENTS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical:

- Lifting, carrying, pushing, and/or pulling; climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling.
- Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.
- Must be able to lift, push, pull or carry objects weighing up to 50 pounds, use abdominal and lower back muscles to provide support over time without fatigue.
- Ability to lift heavy objects with assistance (i.e. AC Units, Appliances), walk and stand for long periods of time and perform strenuous physical labor under adverse field/weather conditions.
- Ability to operate assigned equipment and vehicles.
- Ability to verbally communicate to exchange information.

Environment:

- Indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents,/chemicals, gases, electrical currents, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Vision:

- See in the normal visual range, with correction if needed.

Hearing:

- Hear in the normal audio range with correction if needed.

This Job Description represents the basic qualifications for the position. It is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. You may be asked to perform or assist with other instructions and duties. You will be evaluated, in part, based on your performance of the tasks listed in this job description. Job Descriptions may be revised at any time, at the sole discretion of Colony Starwood Homes.