

Construction Project Manager

Griffon Associates has various opportunities for experienced Project Managers well versed in the construction of “Mid-rise” (5-7 story) residential projects. The position is an onsite Project Manager role and will be responsible for assisting our development and senior management teams in managing the design development, preconstruction and budgeting processes. The position will also be responsible for helping create trade scopes, assist with the project buyout and manage all the day to day aspects of the project from site work start through to building occupancy.

Duties and Responsibilities:

- Team member management and development
 - Training and mentoring project staff
 - Daily supervision of entire project team
 - Conduct growth reviews of team members
- Set up & maintain project files in the format as required
- Provide all regular reporting; schedules, financial, performance, etc., in accordance with specific project requirements and as per company’s policies
- Create & maintain project schedule
- Assist with the procurement of permits as required
- Maintain and update budgets, financial reports/projections as required
- Monitor trade and vendor performance - quality control, schedule conformance etc.
- Maintain and enforce the adherence to company policy and procedures by both staff and contractors/vendors
 - Assist with identifying the need for modifications to existing procedures or creation of new ones
- Ensure proper compliance with plans and specifications, as well as ensuring quality of the finished product
- Work as liaison with design professionals, building department officials and municipal agencies
- Coordinate, manage and record all required project meetings as necessary through the course of construction
- Assist senior management with the buyout process
 - Creation of trade scopes, plan review, value engineering, contractor scoping meetings, contract negotiations and contract execution
- Serve as the Project’s main resource of all information pertaining to the project
- Must have a strong overall understanding of the current, applicable Building Codes and of the Construction Industry’s Best Practices as it pertains to the work being performed at the Project

Minimum Experience:

- 5 years experience performing in the role as a Project Manager and 10 Years experience in a construction management position

Minimum Education:

- Bachelor's Degree in Construction Management or Engineering or Architecture or Business Management

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please submit cover letter, resume and salary requirements.

No Phone Calls Please.