



Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.

Title: Construction Manager
Department: Construction & Development
Reports to: VP, Construction & Development
Status: Full-Time, Salaried, Exempt
Revised: January 2019

General Description

The Construction Manager plans construction projects and oversees their progress along the way in a timely and cost-effective manner. This position will be responsible for budgeting, organization, implementation and scheduling of the projects.

Essential Duties and Responsibilities

- Oversees and directs construction projects from conception to completion.
- Reviews the project in-depth to schedule deliverables and estimate costs.
- Oversees all onsite and offsite constructions to monitor compliance with building and safety regulations.
- Coordinates and directs construction workers and subcontractors.
- Selects tools, materials and equipment and tracks inventory.
- Meets contractual conditions of performance.
- Reviews the work progress on daily basis.
- Prepares internal and external reports pertaining to job status.
- Plans ahead to prevent problems and resolves any emerging ones.
- Negotiates terms of agreements, drafts contracts and obtains permits and licenses.
- Analyzes, manages and mitigates risk.
- Ensures quality construction standards and the use of proper construction techniques.
- Performs other related tasks and duties as assigned or required.

Minimum Qualifications

- 5 – 8 years' experience in construction management.
- BS degree in construction management, architecture, engineering or related field.
- Advanced knowledge of construction management processes, means, and methods.
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Understanding of all facets of the construction process.
- Familiarity with construction management software packages.
- Ability to plan and see the "big picture."
- Competent in conflict and crisis management.
- Leadership and team management skills.
- Excellent time and project management skills.
- Valid and clean driver's license.