

Commercial Real Estate Industry

Construction/Project Manager: Chicago, IL

POSITION SUMMARY

Vequity a retail real estate investment and development company is seeking a full time Construction/Project Manager.

The position is responsible for working with the Project Principal as part of a project team assisting with development of scope and schedule for developments throughout the Chicagoland area. Position will provide excellent client service, contribute to the growth of the company, enhance own professional and personal skills, and meet assigned financial targets.

The Construction/Project Manager responsibilities span a broad spectrum including Project Planning, Cost Management, Contract Administration, Safety Management, Change Order Review and Procedures, Project Administration, Shop Drawing Revision, Subcontractor Bidding, Hiring and Oversight, and Management of Project Closeout. A background in construction estimating is also highly desired.

Candidate must be able to successfully organize, manage, log, and monitor project documents (plans, specifications, RFI's, change documents, submittals, communications records, as-built documents, operations and maintenance manuals, meeting minutes, etc.) and provide general support to the project team. Construction monitoring tasks include interpretation of construction drawings, understanding of the construction process, measurement of work in place, quality assurance, field observations, development of RFI's, and problem solving. Development of effective communications and mechanisms for resolving conflicts among the various participants.

Position may include some onsite construction management supervision or management of a full-time onsite construction supervisor.

ESSENTIAL DUTIES

- General Contracting/Hiring of subcontractors for existing building renovation and new construction single/multi-tenant retail and mixed-use buildings
- Feasibility and budgeting
- Bidding/Estimating/Proposals
- Hiring and management of subcontractors and consultants
- Development design coordination/Value engineering
- Hiring and management of subcontractors and consultants
- Environmental/Soils evaluation and coordination
- Construction administration
- Accounting and reporting of project costs
- Change Order Management
- Site Safety/Compliance
- Creation & Management of Project Schedules

General Contracting/ Hiring of Subcontractors

Sourcing and qualification of multiple contractors from each trade will be expected on a project basis.

Feasibility and Budgeting

Potential candidates will need a full understanding of project components as well as their effect upon each other, which is essential in comprehending cost implications, revenue implications and overall feasibility results. Economic proformas will need to be produced at an early stage and continually updated to test and analyze any changes for viability. This enables decisions to be made quickly and early, avoiding costly mistakes later.

Bidding/Estimating/Proposals

Candidate will be expected to provide cost information related to specific due diligence and construction costs, including but not limited to hard and soft construction costs, demolition, due diligence costs, utility costs, site costs and other costs based on existing site conditions. This budget shall be used as the baseline for the project budgeting. Upon soliciting proposals and pricing from various subcontractors, candidate will be expected to generate an accurate budget through compiling research and applying prior construction experience.

Hiring and Management of Subcontractors and Consultants

The selection of consultants with a proven track record, with experience in the type of trade at hand and who can work effectively together is critical to the success of the project. Our experience in managing development projects from start to finish and across all types of real estate comes to the forefront in this process.

Development Design Coordination/ Value engineering

We retain design professionals who bring a top caliber of expertise to the design process. Managing this process ensures the development has architectural appeal and is functionally and economically developed.

Environmental Evaluation and Coordination

At all points in the process environmental issues and risks must be assessed and managed. We retain skilled professionals and overlay our own experience to ensure codes are observed and that risks are identified and managed. We have specifically developed environmental policies governing our actions as developers.

Construction Administration

Construction is often the single largest cost of development and managing this activity is one of the most challenging and potentially risky activities. Our construction manager is a key part of the process, ensuring that the design team produces complete and value engineered drawings for tender and pricing. Construction contracts will need to be negotiated with the general contractor appropriate to the project. The construction manager monitors progress, quality control, resolves issues, discusses and approves change orders and keeps costs in line with projections.

Accounting and Reporting of Project Costs

Keep track of project costs and integrate overall results into the financial reporting for the development. Specifically assigned and experienced accounting personnel work hand in hand with our developers to track and report costs.

Change Order Management

Qualify any and all change orders that are outside of the agreed upon scope of work that are a cost implication to the project at hand. Determine creative solutions in coordination with contracted vendors for the project to lessen any negative cost impact.

Maintain Site Safety/Compliance

Vequity's employees are expected to make constant efforts to improve safety and code compliance on every project.

Vequity is one of Chicagoland's most active developers with all the capability our clients need in order to ensure that the risks are understood, controlled and managed by experienced professionals.

Our process begins with reaching complete goal alignment with our clients. Each project is taken through the necessary phases for successful execution.

RESPONSIBILITIES

- Report to Project Principal on all construction & project related items
- Oversee the construction project from start to finish
- Perform a key role in project planning, budgeting, and identification of resources needed
- Create teams, develop the objectives/goals of each, and assign individual responsibilities
- Project accounting functions including managing the budget, tracking team expenses, and minimizing exposure and risk in the project
- Ensure construction activities move according to predetermined schedules
- Devise project work plans and make revisions as and when need arises
- Communicate effectively with contractors responsible for completing various phases of the project
- Coordinate efforts of all parties involved in the project including: architects, consultants, contractors, sub-contractors and laborers
- Monitor progress of construction activities on a regular basis and hold regular status meetings with all the sub-teams
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Inspect construction sites
- Ensure project documents are complete
- Identify elements of project design and construction likely to give rise to disputes and claims
- Serve as a key link with clients and review the deliverables prepared by team before passing onto client

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Position requires an experienced construction project manager with an established track record of success.
- Minimum 5+ years of experience in construction projects.
- Associate or Bachelor's Degree from an accredited institution in architecture, engineering or construction management (preferred). A postgraduate degree in construction management is an added advantage or equivalent experience accepted.
- Written and oral understanding of all building systems
- Detail oriented and organized
- Ability to multi-task, work in a team and work independently
- Knowledge of legal issues and thorough knowledge of safety standards is essential
- Experience with construction documents including contracts, bid documents, construction draws, change orders and insurance requirements
- Strong interpersonal and communication skills
- Microsoft Word, Excel, Outlook, Project (or other project scheduling software) preferred

BENEFITS: Company benefits include paid vacation, paid holidays, health insurance contribution, auto & expense reimbursement, discretionary bonus. Salary is commensurate with experience.