



HDC Mission Statement:

We are motivated to create life-long relationships. We are focused on meeting the changing needs of our customers with quality craftsmanship and service based on integrity, hard work, and consideration.

We recognize that our primary asset is our team. We are committed to creating a safe, creative and enthusiastic company culture where employees are challenged to use, grow and refine their knowledge and skillsets.

Core Values:

Consideration, Life-Long Customers, Collaboration, Excellence and Commitment To Integrity, Growth, and Quality.

Project Manager Job Responsibilities

Project manager is to provide:

- Onsite supervision for all job sites.
- Supervise all carpenters.
- Order all materials.
- Confirm and adjust schedules for all sub contractors.
- Expedite timely completion of the job adhering to the original plan.
- Ensure company rules and quality and safety standards are met.
- Leadership

Project Manager Job Requirements:

- Positive attitude
- Strong communication, job coordination, organizational and supervisory skills.
- Extensive rough & finish carpentry skills.
- Knowledge of a broad range of construction methods and techniques.
- Problem Solver
- Ability to communicate well with employees, subs, and clients.

- Availability to attend and contribute to company functions outside of normal business hours.
- Ability to multitask and delegate effectively.

Customer Communication:

- Daily customer contact-using Office manager Daily Email Update.
- Respond to customers within one business hour of them reaching out to you (Even if you are just acknowledging that you are working on their concern).
- Getting answers to customer questions in a timely manner, but at least within 24 hours (If you do not have an answer within 24hrs, update customer of progress).
- Writing and presenting change orders within 24 hours (Brad can assist when needed) Includes no charge changes.
- Scheduling and conducting weekly site meetings with each customer.
- Keep schedule up to date with changes.
- Customer sign-offs on all special order items.

Pre-Construction:

- Read and interpret paperwork (Plans, scopes, budgets, etc.) Bring questions, discrepancies, and unusual conditions to the attention of the Production Manager.
- Attend pre-construction site meeting with Production Manager and Salesperson.
- Plan job on BT using the Planning Job sheet and completing the middle section of the Planning sheet.
- Have Pre Construction Meeting with the customer to set expectations and review (site protection/GuildQuality).
- Knowing and understanding plans/scope/budget before each job begins.
- Revise plans based on feedback from the Production Manager.
- Asking questions on issues you see immediately about the plans/scope/budget.
- Getting lawn sign installed (with owners permission).
- Be sure that the crew distributes 'Pardon Our Dust' letter before construction beginning.
- Complete pre-construction site assessment sheet.
- Review all permits for specific differences in the city we are working.

During Construction:

- Order materials needed in a timely fashion. Plan to have all materials delivered from the vendor.
- Prepare task lists for field guys to work off of when at job sites.
- Weekly Labor needs prep for Production Manager.
- Providing subs and employees with access to the property as well as instructions for securing the property at the end of the day.
- Being available 24/7 for emergency service calls for all work sites.
- Maintains a clean job site throughout the project. Includes being sure all dust barriers are in place and working effectively. Reporting issues to the Production Manager.
- Communicate and create a work environment that utilizes each sub/employees time and brings out the best in each sub/employee.
- Monitor subs/employees that all company policies regarding safety, foul language, drugs, alcohol, smoking, and radio volume/content are being followed. Report all violations to Brad in a timely manner.
- Being sure that no work outside of the scope is being performed without a written change order.
- Maintain a clean job site as seen from the street.
- Have large quantities of debris removed as needed.
- Weekly PM Meeting with Production Manager.
- Weekly PM Recap update by Tuesday of each week.
- Provide positive and negative feedback for each job site each week.
- Owning and understanding of project budgets.
- Managing each phase of the budget on all projects.
- Job cost tracking on a spreadsheet.
- Sub Invoice approval and employee time card crossing for all job sites.
- Go to each project at least 3 times a week (Except during the Drywall phase, but be sure the homeowner is aware of that).
- Checking each subs work when they finish with the rough/final for completeness and conformance with their contract.
- Do a Pre-Close in Walkthrough before Drywall install with customer if possible.
- A week before Rough is complete and 2 weeks before the trim is complete, create a working punch list.
- Maintain BT (Schedule, selections, etc.).
- Discuss and stress the importance of surveys to the customer.

Carpentry:

- Supervising that all work is done to our company standards and specifications.
- Assigning the right people to accomplish tasks in the best and most efficient manner.

Supervising and scheduling:

- Confirming all subs 24-48 hrs prior to when they are to begin.
- Being prepared for the contractor on the day they are to begin (elevations, floor plans on-site). OWN THIS
- Providing subs with accurate paperwork including revised scopes/plans and any change orders (this can be done through Buildertrend).
- Answering any questions from the subs in regards to layout or product specs.
- Ensuring that each sub leaves the site as they found it in terms of cleanliness, reporting problems to Brad. OWN THIS
- Noting positives and negatives on all subs per project, report findings to Brad for quarterly reviews.
- Keeping the project on schedule (notify client and Production Manager of any changes to schedule through BuilderTrend).
- Keeping the project on Budget using a spreadsheet.

Material Management:

- Get material orders and delivery of stock material scheduled 24-48 hrs prior to the need.
- Coordinate receiving material and check for quantity and quality.
- Arrange for material returns.
- Only use credit account with suppliers if needed.

Inspections:

- Schedule and attend all inspections.
- Responsible to rectify any situations brought up by the inspector in a timely fashion.
- Knowing the process of getting inspection in the town we are working.
- Staying as current on all code requirements.