

## **TINGUELY DEVELOPMENT, INC.**

### **Job Description: Project Manager**

The following represents an outline of specific responsibilities the Project Manager is required to represent and administer when performing a management role on a TDI project. The responsibility to effectively manage the project per these requirements lies primarily with the Project Manager. Subordinate level supervision may also be required to administer specific work items or possibly to share in the overall responsibility when assuming a Superintendent position is assigned to a given site.

These responsibilities are a general guideline. Other responsibilities may occur or be required of the Project Manager assigned to the project that is not a part of these procedures. It is inherently the responsibility of the Project Manager and staff to be aware of each project and its “special” or “additional” management requirements.

Each Project Manager will be required to implement the following as it pertains to their assigned and overall responsibilities:

#### **ESSENTIAL FUNCTIONS FOR PRE-CONSTRUCTION**

- Project Manager – aid in monitoring Architectural and Engineering design elements, paying particular attention to:
  1. Cost effective use of recommended materials and design detailing.
  2. Common construction practices utilized by local contractor resources and looked upon favorably by the Bureaucracy.
  3. Durability and practicability of materials and equipment selection as presented by design team.
  4. Collaborating with the design team ensuring compliance with all agencies and bureaucratic requirements (i.e. Fair Housing Act, ADA, Building Codes and Public Works requirements, etc.).
  5. When applicable, perform value engineering exercises to with Architect for Design-Build projects.
- Develop overall preliminary project schedule (planning and construction schedules).
- Develop preliminary construction budgets, Civil Engineering (offsite and onsite) requirements and General Building requirements.
- Develop Project Organizational Management Chart for Project: Superintendent, Project Engineers, Foreman, etc.
- Track permitting and entitlement requirements: County and State level.
- Review preliminary list of products, equipment and recommended methods of application proposed for project. Identify product most cost effective for specified application. Consult with prospective supplier or sub-contractor for confirmation that product is appropriate for proposed use. Pass along to the design team any information relative to the performance of a specified product application based on the experience or knowledge provided by the subcontractors and vendors consulted.
- Develop select list of Vendors and Subcontractors best suited for project.
- Conduct site inspection(s) to ascertain construction staging, access, dust control requirements. As construction proceeds, analyze impacts to neighboring property owners, notify County of Hawaii departments of intended schedule.
- Distribute “Request for Proposal” to selected Vendors and Subcontractors that can execute the required work scope. Provide preliminary project schedule with each RFP.
- Formulate bid result binder including all complete and competitive sub-bids and vendor proposals. Enter the lowest qualified bidder into the budget estimate spreadsheet (Schedule of Values).
- Once the Project “Notice to Proceed” (or “Letter of Intent”) has been provided, commence procurement of product Submittals. Revise project construction schedule based on receipt of all Building permits and bureaucratic approvals. Revised project schedule will become attachment to Master Contract and all Subcontracts.
- If necessary, alert the Bonding Company of the Master Contract that may require Performance and Payment Bonds. Provide details of project required to initiate a bond.

- Once Master Contract is executed, proceed with project “Buy-out”. Initiate Subcontracts and vendor Purchase Orders. Prepare to Mobilize Project site.
- Review project management team organizational chart (usually identified in the General Conditions of the Budget). Place individuals in subordinate level positions, as the project requires (i.e. Superintendent, Project Engineer(s), Project Foreman).

## ESSENTIAL FUNCTIONS FOR CONSTRUCTION

- Mobilize all necessary facilities to manage and operate project site (i.e. Project management trailer(s) and related equipment, sanitation facilities, storage, and staging yard facilities, identify and prep parking yard and materials handling equipment, when necessary, etc.) Initial grubbing and grading may be necessary to allow for management facilities mobilization.
- Set up communications (phone, email / internet) and temporary electric power apparatus and distribution as necessary.
- Notify County of Hawaii Department of Public Works and Building Department of TDI intentions to proceed with construction.
- Notify neighbors most affected by construction activity. Provide schedule information, nature of work and introduction to key personnel who may be helpful in the future.
- Organize site-specific safety manuals and all necessary postings.
- Schedule “Pre-construction” meeting with key subcontractors and TDI employees. Some of the “pre-con” meeting agenda topics include (but are not limited to) the following:
  1. Present and discuss construction schedule implementation.
  2. Introduce project team hierarchy and related roles and responsibilities.
  3. Encourage regular and professional communication methods to avoid misunderstandings and counter-productivity.
  4. Access to project site requirements (i.e. egress / ingress, parking, project staging for subcontractors, etc.)
  5. Safety, behavioral and housekeeping requirements. Set regular tail-gate safety meeting schedules as required for subcontractors and TDI employees. Present in an accessible location safety meeting requirements and all employee postings as required by the State and Federal governments.
  6. Discuss heavy equipment maintenance and general operational requirements specific to project site.
  7. Present quality control philosophy and procedures (overall). Specific subcontractor requirements discussed outside of “pre-con”.
- Larger projects may require a “pre-con” with the local Building Official to coordinate inspections in concert with construction schedule. Project Architect and / or Engineers may be required to participate in the process per the inspection options as outlined in the Building Code.
- Coordinate project layout. Dispatch competent Land Surveyor to set designated surveyed controls to allow civil work and foundation work to proceed per plan documents.
- Implement each subcontracted activity.
- As project commences, initiate, monitor and / or review the following:
  1. Request for Information (RFI) notices. Written dispatches to Architect from TDI regarding clarifications of drawings and specifications.
  2. Submittal Log – Monitor submittals and alternates, Owner / Architect approvals.
  3. Architect’s Bulletins. Track plan and specification changes.
  4. Change Proposals (CP). Provide Owner / Architect cost estimates and schedule impacts of proposed changes. Keep change proposal log for readily available review of CP status.
  5. Change Orders (CO). Once CP’s have been (executed) approved, Manager or Project Engineer initiates CO for review and approval. Document officially changes contract agreement.
  6. Procurement Log – Purchase Orders for material purchase tracking.
  7. Contract Budget – Manage personnel, equipment, vendor, subcontractor, etc. budgets to ensure project profitability.
- Initiate “Owner, Architect, Contractor” meetings. Preferably as often as once a week. All parties of the OAC should regularly attend. Meeting agenda by TDI. Meeting minutes by TDI. Circulate all pertinent information produced by these meetings to the various parties for review and approval.

- Initiate weekly Subcontractor meetings to include (but not be limited to) the following discussion topics:
  1. Schedule updates.
  2. Coordination between sub-trades.
  3. Behavioral and housekeeping issues.
  4. Safety. Update and review fall protection plan and HAZCOM manuals.
  5. Plan document or specifications changes.
  6. Building Department inspection issues.
  7. Distribute project-wide information.
- Manage all subcontract agreements. Change orders as necessary (price and schedule changes).
- Invoice review and approvals from all vendors and / or subcontractors.
- Monthly billing to Owner / Developer per contract agreement. Generate billing amounts for each cost code category.
- Establish and maintain “As-Built” drawing file / record. Document all underground utility installation. Horizontal and vertical locations. Map for reproduction and future reference purposes.
- Warranty, Bonds and Operations manual. Collect all equipment, fixture, appliance and miscellaneous apparatus operations and warranty information. Index and bind for presentation to the owner.
- Final inspection by TDI Finish Foreman and generation of in-house punch-list. Test and operate appliances, operate all special construction such as wine chillers, steam and sauna rooms, water features, swimming pools, spas, etc.
- Coordinate Final Inspections and obtain Certificate of Occupancy with the County of Hawaii.
- Presentation of product to client.
- Client punch-list.
- Warranty / Customer Service.

#### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- Bachelor's degree in construction management, engineering or related discipline, or 7 years' progressive experience in Project Management with a general contractor.
- Proficient in Microsoft Word, Excel, Outlook, and Project.
- Use of proper business protocol and grammar.
- Excellent written and verbal communication skills.
- Well-organized and self-motivated.
- Able to handle multiple tasks/projects and meet demanding deadlines.
- Able to accurately read and understand construction documents.
- Skilled at coordinating, monitoring, and tracking various project documentation and technical issues.
- Have sufficient experience with commercial and residential construction practices, sequences, schedules, methods, products, etc.
- Work courteously and professionally in a team environment with tradesmen, subcontractors, vendors, inspectors, owners, clients, consultants, architects, and engineers.