



Construction Manager

COMPANY OVERVIEW:

Olsen Anderson Construction (OAC) is an in-house general contractor for an urban real estate developer and home builder specializing in thoughtful, sustainable single-family, townhome, and multi-family communities. Learn more at www.olsenanderson.com

WHO WE ARE LOOKING FOR:

Are you seeking a construction management role that offers an unparalleled opportunity to shape urban landscapes and leave a lasting impact on communities? As the in-house general contractor for the urban real estate developer and homebuilder Olsen Anderson, we are actively seeking a skilled and innovative Construction Manager to join our dynamic team. If you possess a passion for transforming architectural visions into reality, possess a deep understanding of the construction process, and thrive in a fast-paced environment, then we invite you to embark on an exciting and fulfilling journey with us. Get ready to play an integral role in crafting extraordinary urban spaces that are designed for life and built to last.

POSITION SUMMARY:

As a **Construction Manager** at Olsen Anderson Construction, you will play a pivotal role in overseeing and coordinating the successful execution of our diverse portfolio of urban residential development projects. Working closely with our team of architects, engineers, trade partners, and suppliers, you will be responsible for ensuring that projects are completed on time, within budget, and to the highest standards of quality and safety. From pre-construction planning to project turnover, you will serve as the primary point of contact, managing all aspects of construction activities, including budgeting, scheduling, procurement, and trade partner and supplier coordination. Your expertise in construction management, strong leadership abilities, and exceptional communication skills will be essential in driving our projects forward and achieving our vision of creating exceptional urban spaces that inspire and enrich communities.

POSITION RESPONSIBILITIES:

The **Construction Manager's** job responsibilities shall include, but not be limited to, the following:

Pre-Construction

- Assist the Development Manager in evaluating the feasibility of projects.
- Carry out assigned tasks from the Development Manager.
- Gain a comprehensive understanding of the project's issues and details as it progresses through the development process.
- Collaborate closely with the project team during the design and development stages.
- Review civil and architectural drawings for constructability during the pre-construction phase and offer feedback to the Development Manager.
- Take responsibility for establishing and managing the pre-construction budget and schedule.



Budgeting

- Solicit, receive, and assess bids from design development to final construction pricing.
- Generate accurate scopes of work for the project that align with the project needs and goals.
- Implement value engineering strategies to optimize project design and effectively communicate these changes with trade partners, ensuring bids are comparable across trades.
- Support the Development Manager in evaluating soft costs associated with the project.

Contracting

- Finalizing scopes of work for trade partner contracts and material supply agreements.
- Creating a contract schedule of values with trade partners and suppliers.
- Maintaining contract documents and ensuring they are up to date.
- Drafting and issuing purchase orders.
- Logging contract details, change orders, and purchase order amounts in the Construction Cost Report.
- Issuing and following up on purchase orders and change orders.
- Issuing purchase orders in a timely manner.
- Managing risk through the assessment of trade partners and suppliers.

Budget Management and Reporting

- Maintaining the Construction Cost Report and updating commitments and anticipated costs.
- Working with the Project Accountant to submit monthly cost projections and bank draws.
- Preparing quarterly reports and annual budgets for distribution to investors.

Construction Process Management

- Collaborating with the Superintendent to create a long-range project schedule.
- Assisting the Superintendent in maintaining the project schedule.
- Managing the final design and coordination process.
- Handling permit processes and overseeing site operations.
- Participating in weekly coordination meetings with trade partners.
- Enforcing schedule and contract compliance.
- Managing and problem-solving construction issues.
- Ensuring a safe workplace and quality control.

Project Sales, Leasing and Construction Closeout

- Assisting the marketing team with project information and materials.
- Packaging project documentation for sales team or property management.
- Completing the project within committed timelines.
- Managing project warranties and completing walk-throughs.
- Ensuring units are ready for move-in and coordinating with sales team or property management.

Trade Relations

- Assist construction management in resolving trade partner issues.
- Maintain professional, win-win working relationships with trade partners through honest and open exchange of information and ideas.
- Participate in industry / trade associations; maintain contacts.



- Assist accounting administrator in managing trade partner adherence to insurance requirements.

POSITION AND HOURS:

- Normal business hours are 7:00 am to 4:00 pm Monday through Friday.
- This is a non-exempt, full-time position.

COMPENSATION AND BENEFITS:

OAC offers competitive salary or hourly wage and a benefits package for qualified individuals, including medical and dental insurance for employees, paid time off, 401(k) employer contribution, as well as a commitment to professional development and growth.

NEXT STEPS:

Interested candidates should submit their resume and cover letter on our Careers Page Portal or to careers@olsenanderson.com. In your cover letter, please address the following questions: Why are you interested in working at Olsen Anderson Construction; what applicable experience and skills would you bring to this role, specifically related to construction and/or home building; and what do you hope this role could offer you to continue growing in your professional career?

At Olsen Anderson Construction, diversity, equity, and inclusion are integral to achieving our mission. We are committed to building and sustaining a diverse team of individuals that is representative of the communities we serve. Our values provide the foundation for an inclusive and equitable work environment where cultural diversity and individual identities are celebrated and valued.