



Role Descriptions

Field Project Manager

Field Project Manager is responsible for the oversight and management of the project cycle. Field Project Manager will provide direction and coordination of all field activities related to the installation teams and any coordinated subcontracts; managing the project schedule throughout the project lifecycle; assisting with purchasing and delivering of materials to the job sites as necessary, obtaining permits and/or equipment required to complete the project.

The Field Project Manager must be driven to work in a fast-paced, results-oriented company. FPM is responsible for tracking and assign work to third party vendors to ensure that homes move to move-in ready status as quickly as possible. Perform quality control inspections and ensure all identified punch list items are completed by subcontractor in a timely manner.

FPM is responsible for all project scope changes, project schedule, project costs and the project life cycle.

Job Skills:

- Problem Solver
- Strong Communication (Written and Verbal) & Negotiation Skills
- Excellent organizational Skills
- Time Management Skills
- Project Management
- Be Adaptable, Detailed, Self-motivated, and Accountable

FPM Must:

- Be able to establish and maintain subcontractor relationships.
- Plan, organize, and manage crews and subcontractors
- Participate in design, process, and permit submittal as required.
- Establish and maintain client relationships
- Must exercise entrepreneurial spirit by contributing to company's growth through healthy relationships and exceptional service
- Must be able to recognize and solve problems independently.
- The FPM must be able to lift heavy materials and equipment.
- FPM will be ready to take on any additional duties as a handyman/maintenance tech as it may be required to continue project moving forward and/or to close a project.
 - Performs other duties as assigned.



Role Descriptions

Field Project Manager cont.

Requirements/Certifications:

- Bachelor's Degree in construction management or related field; or a minimum of 3 years of experience in the home rehab and multi-unit facilities
- Valid Driver's License
- Knowledge of construction practices and labor costs
- Experience in estimating, project scheduling and rehab project life cycle.
- Basic knowledge in plumbing, electrical, HVAC
- Knowledgeable in flooring, appliance, landscaping, roofing, general repairs/rehab, etc.
- Ability to work weekends as necessary
- Ability to work efficiently and multi-task. Able to manage a minimum of 10 properties at a time.
- Proven record of working independently and with minor supervision
- Bi-lingual in Spanish, a plus
- Basic computer skills. Experience in Microsoft Tools & G-Suites (Google)