



JOB DESCRIPTION: Project Manager @ RENOVATO BUILDERS

(Revised May 2021)

OUR MISSION

Renovato Builders was created to develop enduring partnerships with Silicon Valley clients in need of construction management and general contracting expertise during all phases of a construction project. To achieve that goal, we offer a project delivery system that is efficient, effective, transparent, and quality-focused. The nexus of our delivery system is to identify clear objectives with input from all stakeholders, establish realistic expectations, and then strive to exceed those expectations.

When hired by Renovato Builders, you won't be just "another number". At our company, we take pride in hand-selecting our employees and consultants, and making sure they will become an essential part of the team while performing meaningful tasks. We are not a large corporation, so our team is very tightly knit and works through collaboration with each other. As a **Project Manager**, you will:

- ❖ Interface with a wide variety of professionals and stakeholders including architects, consultants, owner representatives, subcontractors, suppliers, etc. Professional conduct and behavior is expected of all Renovato Builders employees.
- ❖ Attend pre-bid conferences for prospective projects with or without Estimating Specialist. Take notes, ask questions, and review project scope with project team working on proposal.
- ❖ Participate on subcontractor pre-bid meetings and compare competitive bids on different scopes of work/trades.
- ❖ Prepare project proposals with Estimating Specialist and other team members assigned to project during bidding stage.
- ❖ Understand client's goals and project's design intent.
- ❖ Enforce safety on jobsite and implement, enforce, and effectively manage Renovato Builders' IIPP and Code of Safe Practices.
- ❖ Follow and abide by Cal-OSHA regulations, and ensure all trades/workers on jobsite comply with jobsite safety requirements.
- ❖ Negotiate Prime Contracts, subcontracts, and purchase order agreements.

efficiency through **INNOVATION**

- ❖ Control the budget associated with the project and negotiate best pricing with subcontractors.
- ❖ Prepare cost reports and complete timely submittal of cost reports, effectively communicating risks and projections to senior management.
- ❖ Manage and publish the project schedule on a regular basis in coordination with Project Superintendent.
- ❖ Maintain a "Delay Log" in conjunction with Project Superintendent, add critical-path delays into the master schedule, and send weekly notices to the Owner.
- ❖ Ensure OAC meeting minutes are accurately stated; train and monitor PRM in preparation and timely distribution of accurate meeting minutes.
- ❖ Ensure Close Out package is complete, accurate, and delivered to client in a timely manner per Prime Contract requirements.
- ❖ Mentor and develop junior staff.
- ❖ Mitigate risk on behalf of Renovato Builders.
- ❖ Promote safety, continuous improvement, and innovative methods.

What You'll Need to Succeed at this Role:

- ❖ Bachelor's degree (preferably in Civil Engineering, Construction Management, Architectural Engineering or Architecture).
- ❖ A minimum of 5 years experience as a Project Manager managing projects as large as \$10M+.
- ❖ Experience in both commercial and residential projects is a plus.
- ❖ Ability to manage multiple projects concurrently and at different stages.
- ❖ Familiarity with all aspects of building construction including site work, structure, finishes, envelope, MEPS.
- ❖ Working knowledge of design development, estimating, construction drawings, scheduling, cost control, budgeting, contract negotiation, change management, and different project delivery systems.
- ❖ Working knowledge of cost control, budgeting, and accurate cost reporting, billing and forecasting.
- ❖ Working knowledge of Prime Contract and contract types including lump sum, GMP, negotiated, design-build, etc.
- ❖ Advanced computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook, PowerPoint).
- ❖ Experience in scheduling and ability to use MS Project in setting up and managing a project schedule.
- ❖ Understanding and previous experience utilizing Lean Construction Principles is a plus.
- ❖ Estimating software user experience is a plus.

- ❖ Experience in using Red Team Software or equivalent is preferred.
- ❖ Knowledge of AutoCAD, Revit, and other BIM software is a plus.
- ❖ Possess high analytical skills, versatility, extreme organizational habits, and ability to handle multiple tasks simultaneously.
- ❖ Ability to lead, manage and mentor junior staff.
- ❖ Bi-lingual abilities is a plus.
- ❖ Excellent communication skills. Ability to address an audience of various sizes and effectively communicate his/her message and ideas. Ability to write clear and concise thoughts in a professional manner.
- ❖ Working level knowledge of quality decision making and use of sound judgement.
- ❖ Customer focus attitude and the ability to work cohesively with many stakeholders.
- ❖ Eagerness to learn new skills, team player attitude, and ability to work well with others.
- ❖ Ability to influence others to meet deadlines and accomplish required tasks, in a pleasant yet firm manner.
- ❖ Capacity to handle a demanding role with time sensitive deadlines, and ability to address multiple tasks concurrently in a timely fashion.

Renovato Builders is an ***Equal Opportunity Employer***. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

We look forward to having you become part of our great team at **RENOVATO BUILDERS!!**

Sincerely,



Leo Renovato
RENOVATO BUILDERS
CEO & President

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