



## **JOB DESCRIPTION: Project Resources Manager (PRM) @ 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 Resources Manager (PRM)**, 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.
- ❖ Understand client's goals and project's design intent.
- ❖ Maintain and manage all project document control of RFIs, submittals, change orders, correspondence, permits, drawings, specifications, and reports in an organized, systematic and traceable manner.
- ❖ Enforce safety on jobsite and implement, enforce, and effectively manage Renovato Builders' IIPP and Code of Safe Practices.
- ❖ Assist with the ongoing analysis of project buyout, savings, and budget contingencies.
- ❖ Track materials procurement with subcontractors and suppliers, update/maintain "Procurement Log" weekly, ensure project team is frequently informed of supply chain issues.
- ❖ Assist Project Manager in negotiating, analyzing, and preparing subcontracts, purchase order agreements, and cost control budgets.

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- ❖ Assist in control of the budget associated with the project and negotiate best pricing with subcontractors.
- ❖ Participate on safety, subcontractors coordination, and OAC meetings; prepare meeting minutes, review with Project Manager, and distribute to relevant parties in a timely manner.
- ❖ Assist in the development and implementation of a QA/QC Program.
- ❖ Assist Project Superintendent in managing and documenting project's Punch List completion.
- ❖ Prepare Close Out package, review with Project Manager, and deliver to client in a timely manner per Prime Contract requirements.

#### **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 1-2 years experience as a PRM, Project Engineer or equivalent is preferred.
- ❖ Working knowledge of design development, construction drawings, submittals, RFI's and different project delivery systems.
- ❖ Estimating, change management, and scheduling experience is a plus.
- ❖ Understanding and previous experience utilizing Lean Construction Principles is a plus.
- ❖ Strong computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook, PowerPoint).
- ❖ 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.
- ❖ 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,

A handwritten signature in blue ink, appearing to read 'L. Renovato', is positioned above the typed name.

Leo Renovato  
**RENOVATO BUILDERS**  
CEO & President

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