

# The Davis Companies

## Project Manager Construction

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- TITLE:** Project Manager (or Assistant Project Manager), Construction
- COMPANY:** The Davis Companies
- REPORTING RELATIONSHIP:** The Project Manager, Construction will report to the Vice President Construction
- COMPANY BACKGROUND:** Founded in 1976, The Davis Companies has earned a reputation for integrity, creativity and excellence, making it one of the premier real estate investment, development and management firms in the northeast U.S. Our offices are located in Boston, MA and Norwalk, CT with a team of 90+ professionals dedicated to real estate acquisitions, management, development and other corporate functions.
- At The Davis Companies, we believe our most valuable asset is our people. We strive for excellence in all of our pursuits and take pride in maintaining a collaborative and career enhancing experience for our employees. The company offers competitive compensation, top of the line benefits and the opportunity to work with best-in-class real estate professionals in a fast-paced, challenging and rewarding environment. To learn more about The Davis Companies, go to [www.thedaviscompanies.com](http://www.thedaviscompanies.com).
- RESPONSIBILITIES:** Specific responsibilities will include, but are not limited to, the following:
- Schedule and coordinate construction projects, ensuring accurate procedures and programs are maintained during construction
  - With support, negotiate terms of agreements, draft contracts , and negotiate revisions to agreements with architects, consultants, clients, suppliers and subcontractors
  - Review projects to estimate costs and schedule deliverables
  - Coordinate with architects, engineers and other construction specialists
  - Identify environmental issues and coordinate the proper solutions to address them
  - Monitor compliance with building, safety and environmental regulations
  - Select, schedule and coordinate owner contractor activities

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## **RESPONSIBILITIES:**

(Continued)

- Review work progress on a daily basis
- Ensure contractors meet contractual conditions of performance
- Ensure quality construction standards and the use of proper construction techniques
- Ensure contractors comply with legal requirements, building and safety codes and other regulations
- Plan ahead to prevent problems and resolve emerging ones
- Respond to work delays, emergencies and other problems
- Investigate damage, accidents and delays at construction sites
- Coordinate construction impacts with property and asset management
- Communicate and consult with key internal team members in a regular and timely fashion on project progress, budget, and key issues
- Prepare and communicate internal and external reports pertaining to job status, management budget estimates, progress reports, and cost tracking reports
- Typical project size of \$500K to \$1.5M

## **QUALIFICATIONS:**

- Minimum education: Bachelor's degree in engineering, construction management or similar discipline
- 5+ years' experience in tenant improvement construction and building renovations of office buildings
- Excellent project and time management skills
- Ability to communicate effectively internally and externally
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Valid driver's license and willingness to travel
- Proficient computer skills including knowledge of various construction management tracking software
- Professional, high energy and able to communicate with and work with a diverse population
- Ability to solve practical problems and deal with a variety of concrete variables, using good judgment and problem solving skills

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**QUALIFICATIONS:**  
**(Continued)**

- Ability to read, thoroughly understand and explain complex construction drawings
- Able to earn the respect and confidence of management, the office staff and all outside parties. This will be accomplished through a “roll up your sleeves” can-do attitude, superb people skills and strong work ethic.

**COMPENSATION  
AND BENEFITS:**

Compensation will include a competitive base salary and bonus, profit sharing and an attractive benefits package.

**We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.**