

The Davis Companies

Senior Construction Manager

TITLE: Senior Construction Manager

COMPANY: The Davis Companies

LOCATION: Boston, MA

REPORTING

RELATIONSHIP: Report to the SVP of Construction

COMPANY

BACKGROUND: Committed to excellence in both investment performance and operations, The Davis Companies was founded in 1976 and has earned a reputation for integrity, creativity and excellence, making it one of the premier integrated real estate investment, development and management firms in the Eastern United States. Headquartered in Boston and with offices in New York and Pittsburgh, the company has a team of 100+ dedicated professionals who have invested more than \$6 billion in gross asset value through real estate equity, debt, and fixed-income securities. A unique combination of capital markets, development and management expertise allows The Davis Companies to nimbly tackle complex opportunities. Directly, and with its valued partners, The Davis Companies currently owns a real estate portfolio of approximately 12 million square feet of office, multifamily, retail, hospitality, light industrial, healthcare and bioscience properties. For more information on The Davis Companies, please visit <http://www.thedaviscompanies.com>.

ROLE & RESPONSIBILITIES:

Oversee construction of direct development of various product types including multifamily, industrial, science and tech, office and alternatives (retail, hotel, etc). In addition, this role will also have the responsibility of overseeing the construction of JV development projects as assigned. Lastly, this role may also include oversight of TI projects supporting the business plan of various assets across asset classes. Provide leadership to the project staff and ensure quality, on time and on budget execution, of project from completion of design documents through completion of construction in the field. These phases include scheduling, subcontractor buyout, contract negotiation, cost reporting, review and administration of subcontracts, the handling of owner coordination, and project closeout.

Construction Documents:

- Coordinate with Development lead and take ownership of, coordinate and manage the work of the design team in bringing documents from early stages of GMP set through completed working drawings.
- Ability to conceptualize early in development process in order to direct design.
- Manage conformance process.
- Conduct weekly construction team meetings to identify and discuss pertinent issues requiring action or decision.
- Coordinate internally with Property Management (outsourced residential) and IT for design details.
- Follow through with action to ensure on-time decision making.
- Work with a general contractor to manage and update construction schedule and operations plan.

Pre-Construction Phase:

- Manage third party review team and independently review completed plans and specifications and resolve any and all errors and omissions.
- Manage value engineering process as may be required to meet budget.
- Continue regular team meetings.
- Review, critique and provide recommendations for contractor's buy-out schedule.
- Perform in depth analysis of all bids and ensure their quality, completeness and comparative value.
- Finalize the construction schedule and plan of operations.
- Manage construction mitigation and coordination efforts with project abutters and neighbors.

Construction Phase:

- Oversee general contractors' contracting with sub-contractors and suppliers.
- Manage the shop drawing and submittal process.
- Ensure site organization and operations are as planned.
- Ensure the uninterrupted flow of work.
- Manage the budget, prepare cost reports and administer contracts.
- Coordinating with the Development Manager and Accounting for monthly draw process and financial updates.
- Manage the Change Order review process.
- Ensure the integrity of Quality Standards, Schedule Reliability and Budget Control.
- Train staff if required, manage third party OPM, and manage the performance appraisal process.
- Continue to manage construction mitigation and coordination efforts with abutters and neighbors.
- Respond to work delays, emergencies and other problems.
- Comply with legal requirements, building and safety codes and other regulations
- Review and be familiar with CD's and construction contracts. –
- Be familiar with JV documents to understand our responsibilities and approval rights and execute them accordingly.
- Attend weekly job meetings (in person or virtually).
- Visit site at least once per month in advance of requisition to confirm workmanship, work being invoices, materials storage, etc.
- Review and approve draw requests, pay applications and support lien waiver documentation.
- Communicate effectively to SVP of Construction and Development Project Manager and/or Asset Manager any potential issues with proposed resolutions.
- Communicate effectively with the SVP of Construction and Development Project Manager and/or asset manager any additional costs that may be incurred to obtain IC approval in advance of incurring.

Post Construction Phase:

- Manage the execution and completion of all warranty work.

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- Close out all accounts according to Company policy and procedure.
 - Work closely with JV partners to oversee construction execution ensuring on-budget and on-schedule delivery.

Additional Responsibilities as Assigned:

- Work with JV partners to oversee construction execution ensuring on-budget and on-schedule delivery.
- Serve as liaison between Asset Management, Leasing, Property Management, tenants, and external partners (architects, engineers, and contractors) to drive select tenant improvement projects from concept through completion.

SKILLS & QUALIFICATIONS:

- Minimum of 10 years' relevant work experience as a construction manager, preferably working for a direct developer.
- Excellent problem-solving skills, with an adaptable and flexible style in working with all types of individuals.
- Project set up, budget planning, buy out, and cost reporting experience is a must.
- Strong organizational abilities are essential – ability to manage and track tasks and ensure that all are completed in a timely manner.
- Creative and results-oriented, with a strong sense of urgency.
- Highly entrepreneurial and self-motivated with the ability to work equally well on own as well as in a team environment.
- Bachelor's degree in project management, engineering, construction management, architecture, real estate development or related field.
- Experience delivering projects in excess of \$50 million construction cost.
- Must be a collaborative, team-oriented professional with exceptional integrity, communication and relationship building skills.
- Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets, tracks and adjusts budgets
- Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.
- Ability to prepare and monitor realistic construction schedules and achieve full cooperation of construction team.

COMPENSATION

AND BENEFITS: Base Salary Range \$195,000-\$220,000

Compensation will include a bonus 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.