



2000 S COLORADO BLVD | ANNEX 300 | DENVER, CO 80222

Job Description: Construction Manager

OVERVIEW

We are looking for an ambitious, self-motivated, and reliable Construction Manager to plan commercial construction projects and oversee their progress along the way in a timely and cost-effective manner. You will be responsible for budgeting, organization, implementation and scheduling of the projects. You will coordinate and ensure proper and timely communications and actions among and by the various members of project teams, including architects, engineers, other project consultants and general contractors. The ideal candidate will possess excellent communication, technical writing, and presentation skills, effective client communications/interactions and have the ability to operate independently with minimal supervision.

RESPONSIBILITIES

- Oversee and direct commercial TI and capital improvement commercial construction projects from conception to completion.
- Work directly with leasing brokers, property manager, and building owner to develop budget construction cost estimates.
- Develop and maintain strong and reliable relationships with general contractors, architects, engineers, and other project consultants.
- Review the project in-depth to ensure the design, construction, and project close-out is completed on-time and within budget.
- Issue Request for Proposals (RFP's) and lead pre-bid job walks with invited general contractors.
- Perform routine site visits to monitor construction progress, schedule, and general compliance with contract and construction requirements.
- Schedule and lead weekly OAC construction meetings with project team.
- Review/approve pay applications received from general contractor and work directly with accounting department to process in a timely manner.

REQUIREMENTS

- Strong project management and demonstrated success in managing multiple construction projects.
- Ability to read and interpret plans and specifications.
- Analytical skills for evaluating proposals, negotiating and administering design and construction contracts and change orders.
- Advanced knowledge of construction management processes, means and methods.
- Desire and ability to work independently with excellent people skills and the ability to work collaboratively and effectively on large and diverse projects.
- BS degree in construction management, architecture, engineering or related field, and 5-10 years of industry experience required.

Job Type: Full-time

Job Location: Denver, CO