



5214 Maryland Way, Suite 102  
(615) 309-8200 Main  
(615) 309-8211 Fax  
[www.castlecontractors.com](http://www.castlecontractors.com)

## PROJECT MANAGER

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### **GENERAL FUNCTION:**

Under the immediate supervision of the Construction Ops Manager and the general direction of the Company President, manages the construction processes.

### **SPECIFIC RESPONSIBILITIES:**

- Train and supervises the day to day construction labor on assigned job sites. Labor is 100% done via subcontract. Also responsible for recruiting trade base.
- Performs miscellaneous “punch out” items in preparing house to close.
- Communicate and project the proper attitude to all customers and employees through all forms of communication (writing, verbal, appearance).
- Conducts lot inspection conferences with customers for the houses assigned. Lot inspection requires grade setting, utility and house location within lot dimensions.
- Is responsible for maintaining marketing and job number signs on each job during construction.
- Is responsible for ensuring safe work practices are evident on all jobs. Must insist upon compliance with “Castle Contractors” safety and health policies as stated in the Safety and Health Model Plan. Must understand and comply with all OSHA job site requirements.
- Facilitate and negotiate company position with “hard to resolve” customer requests.
- Where necessary, has the coordinated authority with the Purchasing Manager to take disciplinary action reference trade contractor’s



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failure to perform.

- Attends and participates in weekly production team meetings. Most important agenda items are resource scheduling, field problem report processing and service work backlog.
- Attend and participate in regular classroom training sessions
- Responsible for timely completion of pre-closing walk through items and assigned after closing work/service orders.
- Responsible for care and maintenance of any assigned company equipment.
- Completes pre-construction review of CAD prints, estimate detail, and schedule for each assigned house.
- Processes Purchase Order (PO) approvals upon successful completion of each phase of construction. Prepares and approves Variance POs to ensure that non-budgeted, but needed, items and labor are available to complete the house on time and with acceptable levels of customer satisfaction and product quality.
- Responsible for using the formal scheduling system and maintains all job schedules to their current status with proper activity sequencing.
- Responsible for scheduling subcontractors and materials suppliers to ensure no "dead runs", just in time deliveries and to maintain a 130 day or less construction schedule from dig to closing.

### ***PREREQUISITES FOR SUCCESS:***

1. Technical construction ability to manage construction resources and to diagnose and resolve field problems.
2. People skills to articulately and professionally handle conflict with customers, inspectors and subs.



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3. Ability to train subs on construction techniques and field problem resolution.
4. Organization aptitude to manage the scheduling of all construction resources.
5. Willingness to work hard and long hours. Must possess physical capabilities to lift construction materials, handle small hand and power tools, and drywall and painting repair/touch-ups during punch out phase work.

***Position Measurements:***

1. Time of construction.
2. Variance percentage from budget.
3. Customer satisfaction.
4. Job site quality.

***ORGANIZATIONAL RELATIONSHIPS:***

REPORTS TO: Operations Manager

WORKS WITH: CAD, Estimator/Purchasing, Warranty, Sales & Marketing Manager and office support staff. Works with homeowners daily.

SUPERVISES: Trade contractors and temporary construction labor where applicable.

CLASS: Exempt



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**Signature**

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Employee

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Castle Contractors Representative