



**JOB TITLE** | Construction Project Manager

**Reports to** CEO/ Owner, Operations Manager  
**Location** Carrboro, North Carolina; job sites within a 15 mile radius  
**Compensation** \$28 - \$40/ hour or commensurate salary. Based on experience and review of references, paid bi-weekly.  
**Employment Type** Full-time, M-F, hours of the day are flexible based on project needs.

### **OBJECTIVE**

J. Hoffman Studio Design + Build is looking for a teammate to coordinate and manage large residential remodeling and new construction projects. We are looking for a talented, smart, self-motivated, energetic, creative, articulate and detail-oriented individual with experience in residential construction, construction project management and site supervision. Hands-on experience & skill with residential building and tools strongly preferred. Must value clear and open communication and have an interest in working closely with team members in a growing company. Candidates must be within reasonable driving distance to the Carrboro/Chapel Hill area and willing to adhere to current OSHA and CDC guidelines while working in our office and on our job sites. **We strongly value inclusiveness and diversity at J. Hoffman Studio. We welcome all applicants to apply.** JHS is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, sex, sexual orientation, gender identity, national origin, or disability..

### **SCOPE**

JHS Project Managers, assist in planning and overseeing the building process of multiple construction projects from start to finish. **Expectations and duties include but are not limited to:**

#### **PRE-CONSTRUCTION SPECIFIC TASKS**

- Estimate residential new construction and renovation projects using project management software
- Evaluate architectural plans to create detailed bid requests for trade contractors and suppliers
- Evaluate architectural plans, planning and coordinating with designers, architects, engineers etc. as needed for project requirements
- Evaluate, fine-tune and accept bids
- Submission of zoning/building permit applications
- Do material take-offs and ordering materials
- Conduct pre-construction jobsite meeting with trades, design and engineering professionals, and clients
- Set up schedules and task assignments for construction projects
- And other applicable duties as they present themselves

## **CONSTRUCTION & WARRANTY SPECIFIC TASKS**

- Supervise field staff and subcontractors with on-site construction, including resolving day-to-day issues and inspecting all work during construction to ensure high-quality workmanship and compliance with plans and specifications
- Ensure readiness for and completion of building inspections
- Expect to use your skills from a supervisory role as well as from tool-belt wearing role when needed
- Track daily progress for client and company records
- Confirm site access, availability, and presence of materials, personnel, and equipment on site as agreed
- Continuously monitor schedule, changing as needed over the course of each job, updating subs, clients, and suppliers of changes
- Track and administer change orders
- Schedule material deliveries and returns
- Ensure jobsite stays clean and safe daily and subs are in compliance with subcontractor agreement
- Order and return jobsite equipment as necessary: scaffolds, porta johns, dumpsters, etc.
- Coordinate with designer and clients regularly regarding due dates and specifications for fixture and finish selections
- Maintain an organized system of project files in the office and with online systems already in place
- Maintain responsibility of assigned projects through one-year warranty period; scheduling or performing necessary repairs in a timely manner
- And other applicable duties as they present themselves

## **JHS TEAM MEMBER SPECIFIC TASKS**

- Twice-weekly Jobsite Operations meetings
- Participate in frequent and consistent communication through in-person co-working and various company online platforms and software: Asana, Google Drive, Sheets, Docs, Gmail & Chats, Co-Construct.
- Attend bi-weekly team meetings
- Maintain and contribute to shared system of office hard copies and electronic filing system
- Clock in and out per our company standards throughout the day, rotating between sites and activities as needed
- Track mileage (when not using a company vehicle)/expenses monthly and submit to the Office Manager for approval by the 5th of each month
- Keep all receipts for job/business expenses. Turn physical receipts in for processing weekly with information about jobsite and construction categories (as it would be defined in project management software systems). Forward all electronic receipts to the Office Manager as they come in.
- Upload project photos into shared digital albums weekly (minimum)
- Complete other applicable duties as they present themselves
- Offer and accept regular constructive criticism and transparent dialogue to create a welcoming, growth-oriented, productive and organized company

## **QUALIFICATIONS**

- 3+ years of residential construction project management experience
- Framing and trim carpentry and general handyperson skills: 3 years (strongly preferred)
- Residential Construction Estimating: 2 yrs (strongly preferred)
- Valid Driver's License and a clean driving record
- Daily access to reliable transportation
- Ability to: lift and carry items weighing approximately 90 pounds, climb and work from ladders, bend, stoop, and work around wood dust and fumes (with appropriate PPE)
- Ability work outside, standing/walking, year round (in all types of weather)
- Ability to understand construction documents and architectural drawings
- Comfortable using digital platforms (Google workspace: Drive including sheets and docs, chat, gmail; Asana, Co-Construct, etc.)
- The ideal candidate is self-motivated, detail-oriented, and possesses excellent customer-centric skills with the ability to maintain positive and professional relations with clients, management, vendors, and trade contractors.
- Organized, with an interest in and talent for creating/ maintaining business and construction management systems.
- Eager and willing to learn.
- Responsible and strong time management, accountable with planning and project management skills, and a willingness to wear many hats with a positive and curious attitude.
- Excellent communication skills and a natural inclination to work as a team player.
- Great logistical and time management skills in order to ensure on-site work is efficiently completed on schedule and within budget in a manner consistent with company policies and procedures
- We seek an individual who is interested in growing with our company; only applicants seeking long-term employment need apply. Hourly wage or salary based on experience.

### **IDEALLY** (but not required)

- Has reliable access to a truck capable of transporting 12ft lumber
- Bilingual (Spanish)
- OSHA 10 or equivalent safety training

## **BENEFITS**

- Access to company vehicle/truck
- Access to company tools
- Generous Paid Time Off policy
- Mileage Reimbursement Policy
- Matching 401K Retirement Plan
- Healthcare Savings account or additional monthly contribution to 401K
- Profit Sharing plan
- Company provided PPE

To be considered for this position, please submit a cover letter and resume to [office@jhoffmanstudio.com](mailto:office@jhoffmanstudio.com).