



## Job Description

**Position Title:** Construction Project Manager

**Reports To:** Director of Reconstruction/Ownership

**Department:** Reconstruction

**Classification:** Full-Time, Exempt

**Salary:** \$73,000 + Commission

### Position Overview

The Construction Project Manager oversees repair and reconstruction projects for properties damaged by fire, water, storms, and other disasters. This role manages projects from start to finish, leading in-house crews and subcontractors to ensure work is completed safely, on time, and within budget.

Responsibilities include creating project schedules, managing budgets, tracking progress, and maintaining accurate job documentation using estimating and project management software. The Construction Project Manager works closely with customers throughout the reconstruction process and collaborates with insurance adjusters to establish project scope and costs while ensuring all work meets building codes and industry standards.

### Key Responsibilities:

#### Project Management & Execution

- Manage all reconstruction projects from start to finish with oversight as needed
- Collaborate on project hand-offs from mitigation to reconstruction, ensuring all relevant project details and documentation are clearly understood
- Meet with customers/property owners to explain the reconstruction process, set expectations, and support contract execution
- Build project scopes using Docusketch and Xactimate insurance estimating software.
- Coordinate scheduling of subcontractors, vendors, inspections, and material deliveries
- Build and monitor project timelines and budgets to ensure projects stay on track
- Negotiate favorable pricing with suppliers and subcontractors to meet budget requirements
- Identify scope gaps or additional work and ensure timely documentation and communication
- Support development and execution of change orders and supplements with proper documentation

#### Communication & Coordination

- Serve as a point of contact for customers, maintaining clear, professional, and consistent communication throughout the project
- Communicate regularly with insurance adjusters and external stakeholders regarding project status and updates
- Proactively communicate project details, updates, and changes with internal teams, including Sales, Customer Service, Mitigation, and leadership
- Ensure all stakeholders are informed of timelines, scope changes, and project progress
- Maintain a high level of responsiveness and follow-through on all communications

## Documentation & Systems Management

- Maintain complete, accurate, and up-to-date project documentation, including photos, notes, job files, and communication logs
- Ensure all project information is properly entered into and maintained in project management systems (Proven, Encircle, etc.)
- Document all scope changes, decisions, and project updates in real time
- Support invoicing by ensuring all scope, changes, and supporting documentation are properly captured
- Obtain required documentation from subcontractors, including master service agreements for new subcontractors, written work order agreements on every project, certificates of insurance, and W9

## Quality Control & Field Oversight

- Supervise subcontractors and in-house team to ensure work is completed in accordance with scope, specifications, and company quality standards
- Maintain high standards of workmanship and attention to detail across all projects
- Conduct site visits to monitor progress and verify quality of work
- Assist with project closeout, including punch list completion and final documentation
- Establish and oversee adherence to OSHA safety standards and best practices, including proper use of PPE
- Ensure that job sites are clean and orderly daily

## General Responsibilities

- Demonstrate professionalism, accountability, and strong organizational skills
- Manage multiple projects and priorities in a fast-paced environment
- Collaborating with Project Managers and leadership to improve processes and efficiency
- Build and maintain positive relationships with customers, subcontractors, and team members
- Contribute to a positive team culture through communication, reliability, and consistency
- Assist with additional operational or project-related tasks as needed

## Qualifications

- 5+ years of experience in construction, project coordination, or a related field (restoration experience a plus)
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Ability to manage multiple responsibilities in a fast-paced environment
- Detail-oriented with a focus on accuracy and completeness
- Familiarity with construction materials, methods, and basic building practices
- Experience with project management software and documentation systems preferred
- Experience with Xactimate or willingness to learn
- Understanding of the property insurance claims process is a plus, but not required
- Ability to problem-solve, think critically, and escalate issues appropriately
- Demonstrates professionalism, accountability, and a strong work ethic
- Ability to empathize with customers and provide a high level of service during stressful situations

### Reporting Relationships

- *Reports to:* Director of Reconstruction / Ownership
- *Works closely with:* Project Managers, Sales, Customer Service, Mitigation Team, Accounting, Field Staff, Subcontractors

### Compensation & Benefits

- Competitive salary
- Paid Time off and Paid Holidays
- Medical/Dental/Vision
- 401K w/Employer Match