

BAC
1655 Robin Circle
Forest Hill, Md. 21050

Job Description - Project Manager

Job Summary

The primary role of the Project Manager (PJM) is to manage the provided production schedule and assigned trade partners to deliver a successfully completed project. As the PJM, you are responsible for managing the complexities of a home remodeling project during the construction phase of the project. The position includes quality control, trouble shooting and problem solving to ensure that projects are completed on time and on budget and to the standard of quality expected by our customers.

The PJM position is a leadership role in the company. You will work daily with our trade partners (TPs) and customers. You will have a daily planning session with the Production Manager (PM) before the workday starts. Your success will be determined by your ability to meet the Key Performance Indicators (KPIs).

You are to believe in and model the values of BAC. You are our ambassador to our clients, employees and trade partners. Our values are on our office walls. This is who we are. This is our DNA. We are very serious about these values. A team member will not be terminated because they made a mistake, but they will be let go if they don't/can't or won't live out our values.

Responsibilities and Duties

As the PJM, it is your responsibility to manage the materials, people and instructions provided by the PM to complete the project on-time and on-budget always being mindful the BAC philosophy of excellence, quality service, and customer satisfaction.

The standard operating procedures (SOPs) for the position provide the specific details of your duties and responsibilities. In general, you will be spending your day visiting jobsites and will be responsible for:

- Managing and fulfilling the provided production schedule - doing what is required to keep the project schedules on time - to the day
- Conferring with the PM at your daily meeting to resolve any schedule challenges, trade partner or materials issues
- Communicating with trade partners daily and ongoing.
- Monitoring the quality control for all work done by trade partners with an ownership mentality

- Communicating with our customer through Builder Trend BT messaging and daily logs, by phone and in person. You may need to field the occasional client call after normal work hours.
- Making sure jobsite safety protocols are in place and enforced
- Protecting clients' homes – kids, pets, furniture, floors, breakables
- Ensuring that jobsites are safe and clean

Qualifications and Skills

- The ideal candidate for this position will understand residential construction (you need to understand all the elements in kitchen remodeling, bath remodeling and additions)
- 5 years of experience in leadership roles – production management specifically
- 2 years of construction experience or construction management education
- Strong trouble shooting skills with the ability to think outside the box and to work with TPs to accomplish the project goals
- You must be a likable leader, able to explain what we are trying to accomplish and to get others to accomplish those goals. Dwight Eisenhower said that “Leadership is the art of getting someone else to do something you want done because he wants to do it.”
- Excellent verbal and written communication skills, should be an especially strong email communicator
- You need to possess a critical eye – you are the last set of eyes for each task so you must know an unfinished job when you see one. When you finish a job, there is no punch list.

Competencies

- Technology proficient – you need to know your way around a computer, a smart phone, and their applications
- Knowledge and experience with BT construction management platform
- Be able to tow and park a trailer

Work Hours

- 45 – 50 hours per week – occasional Saturdays

Location

- Baltimore, Harford, and Cecil Counties

Salary and Benefits

- \$70,000 - \$90,000 based on hourly, overtime and bonuses, Extra compensation though change order commissions
- Retirement plan
- Ten paid holidays
- Vehicle and cell phone allowance
- Flexible cafeteria benefit plan