

BAC Project Manager Mission

The core mission of the Project Manager (PJM) is to lead, coach, and manage the people (Trade Partners (TPs), employees, suppliers and clients) to produce our remodeling projects on budget and on time and get a 5-Star review from the client.

Once the pre-construction meeting has occurred, you are 100% responsible for the timeliness, quality and profitability of the job. You are 100% responsible for owner relations, TP relations. You are to find solutions to the typical daily challenges every project faces.

Accountabilities

| | Metric | Rating (A, B, C) | Comments |
|----------------------------|---|---------------------|----------|
| Schedule to the day | <ul style="list-style-type: none"> • Project completed including all “punch list” items on or before the scheduled date of completion • Manage multiple projects | | |
| Zero defects | <ul style="list-style-type: none"> • All defects and punch list items completed during the work phase while the TPs are on site | | |
| 5-Star review | <ul style="list-style-type: none"> • Get completion certificates signed the last day of the project and get a 5-Star customer review | | |
| Activity | <ul style="list-style-type: none"> • Maintain The Book on the job • Work in the Buildertrend (BT) system • Contact and confirm all TPs Monday the week prior, the day before • Layout materials on jobs for TPs • Layout as needed for complete communication to TPs from drawings and specs • Quality control communication with TPs while they’re on site • Daily clear concise communication with homeowners • Substitute for other PJMs when they’re off. | | |
| Documentation | <ul style="list-style-type: none"> • Daily logs – photos and descriptions of what occurred each day – explain so anyone can understand • Messages – communications as required with homeowners, TPs, design department, Production Manager (PM), especially if something is different from the plan | | |

Key competencies

- Resourcefulness – find a way to get it done
- Owner mentality – you are 100% responsible
- Servant leader for TPs, homeowner
- Follow the plan and schedule provided
- Respect all the people we serve
- Excellence mindset