



## ***CONSTRUCTION MANAGER POSITION – Ft. Lauderdale, Florida***

[The Trillist Companies, Inc.](#) is engaged in developing the most innovative and sought after residential and mixed-use properties in the United States. With over fifty years of proven experience in residential and commercial real estate development, construction management, and strategic investment, Trillist continues to bring forth signature, design-driven properties. With a reputation for developing globally significant architecture, Trillist practices *The Art of Development* in every aspect of business. Trillist focuses on developing upscale condominium and luxury rental properties in areas of high population growth and professional migration throughout the Southeastern United States with concentration in South Florida and Georgia. Our corporate headquarters is in Atlanta, Georgia and we maintain an office in South Florida.

### **COMPENSATION:**

Competitive salary and benefits package

### **SUMMARY OF POSITION:**

- Work directly with the Director of Development and V.P. of Construction as a Construction Manager for a high-rise condominium building in Sunrise, Florida.
- Work as the developer representative to the general contractor and subcontractors. Work with 3<sup>rd</sup> party professionals to coordinate delivery of responsibilities.

### **POSITION DETAILS & RESPONSIBILITIES:**

- Direct daily operations of the developer's construction office and procedures.
- Review in detail, and negotiate and communicate as necessary, the general contractor contract and subcontractor contracts to determine and verify that the appropriate scope of work is required, to evaluate specifications for plan procedures, start and completion dates, and staffing requirements for each phase of the construction project.
- Review and maintain accurate building budgets throughout the building phases. Value engineer plans to maximize cost savings throughout the construction phase. Verify safety procedures conform to the requirements of the insurance carrier and the construction documents.
- Consult with the general contractor to make sure that all required insurance certificates and statutory worker's compensation are in place prior to commencing work.

- Coordinate due diligence duties as necessary such as permitting and detailed property inspections to ensure compliance with construction documents.
- Coordinate with the general contractor the building historical plans and data including “AS-Built Plans” to ensure accurate plans are maintained and available at the completion of construction.
- Execute owner and/or general contractor provided construction for proposed standard and upgrade options for each floor plan. Estimate and negotiate the scope of work necessary. Hire, direct, motivate, and coordinate personnel, subcontractors, 3rd party professionals, and staff engaged in or necessary for the execution of the work.
- Inspect all work under construction on a regular basis to ensure the work conforms to specifications, budget and schedule, and identify and then coordinate with general contractor any repair or replacement needs and/or adjustment of working procedures.
- Review and approve all general contractor and subcontractor invoices pertaining to the construction of the project. Verify all supporting documentation such as lien releases and progress reports, and review and approve all draw requests in accordance with the construction documents and the lender’s loan documents.
- Maintain files regarding all general contractor and subcontractor requests such as RFI’s, extensions of time, and change orders. Analyze, negotiate as necessary, and respond timely to all requests.
- Prepare variance reports and communicate results with team of any variations from initial construction budget and schedule.
- Prepare and communicate construction status reports with the development team.
- Prepare and execute “Turn-over” procedures from general contractor to developer including punch list and acceptance of unit procedures. Assist development team in preparing and performing “Turn-over” procedures for the Homeowner’s Association.
- Analyze and resolve work problems, including worker complaints and grievances.
- Perform other related duties and assignments as required.

## **QUALIFICATIONS:**

Extensive knowledge of:

- South Florida high-rise construction practices, means and methods, as well as applicable local, State and Federal building codes and legislation.

- Draw request process including lien release, insurance, and supporting documentation requirements.
- A wide range of equipment and tools typically used for South Florida high-rise construction and the ability to identify proficiency in labor.

Strong skills sets in:

- Managerial experience with large general construction companies and sub-contractors.
- Communication skills with the ability to communicate detailed building processes.
- Ability to prioritize, pay attention to details, multi-task, and deliver on a deadline.
- Complete understanding and ability to interpret construction documents including detailed construction plans and other related documents.

General experience and background:

- Bachelor's Degree from a four-year College or university; or between 7-10 years of related experience and/or training (a portion of which must be in high-rise construction).
- General computer skills including: internet, MS Outlook email and scheduling, MS Excel, and MS Word.
- Ability to read and comprehend complex instructions, correspondence, and memos, with the ability to respond with written correspondence. Ability to effectively present information based on reports and or findings.
- Ability to proactively identify, analyze, and present solutions for potential and/or existing construction related problems.

## **WORKING ENVIRONMENT & DEMANDS:**

While a substantial portion of the work will be performed within an office environment, the physical demands and work environment will often be that which is typical for outside high-rise construction in South Florida. Reasonable accommodations will be made for individuals with disabilities. The Construction Manager will regularly be required to sit, work on a computer, talk on the phone and to people, listen to conversations on the phone and to people, walk the construction site during light and heavy construction, wear safety items, work, reach, point, and grab with hands and arms. On occasion, the Construction Manager may be required to crouch, crawl, kneel, climb, balance, and lift items. The Construction Manager will need to see both near and far and be able to see color. As a large portion of the work is performing the duties in an active high-rise construction site, the Construction Manager will be exposed to light and heavy construction conditions and various weather conditions with corresponding noise levels ranging from moderate to loud.

**CONTACT INFORMATION:**

For more information regarding this opportunity, please forward your resume and contact information to our general information email at [info@trillist.com](mailto:info@trillist.com). The Trillist Companies, Inc. is an Equal Employment Opportunity Company.