

Distribution	SUBJECT	Date
	CONSTRUCTION MANAGER	09-01-2014

Job Description: Construction Manager

Reports To: Division Manager or President

Has Reporting

To Him: Project Manager(s)

Basic Function: To coordinate the systematic construction of a quality product in accordance with plans and specifications while adhering to a predetermined completion schedule. To ensure profitability through cost control and to provide leadership and working conditions for direct employees and vendors of a quality and nature that will encourage them to perform to the best of their ability.

DUTIES, RESPONSIBILITIES, AUTHORITY:

I. JOB BUDGETS

- A. To prepare and submit to the Division Manager timely and accurate job budgets.
- B. To adhere to job budgets and report variances to the Division Manager.

II. SCHEDULING

- A. To make a project schedule for approval by the Division Manager.
- B. To schedule all facets of the job to produce a finished product.
- C. To seek out subcontractors and suppliers and obtain bids and prices for the construction of all jobs.
- D. To maintain a favorable environment within the project that will assist in schedule adherence and quality construction.

Distribution	SUBJECT	Date
	CONSTRUCTION MANAGER	09-01-2014

III. CONTROLS

- A. To monitor the Job Schedule on a weekly basis and report any significant deviations to Division Manager in a timely manner.
- B. Prepare and utilize Purchase Orders for ordering all material. Ensure that vendors follow these unless obvious changes are necessary.
- C. Review Daily Log of all job activities and institute corrective action where needed.
- D. Promptly inform Superintendents, Project Managers and subcontractors where changes in plans and specifications occur.
- E. Promptly inform any subcontractors of required corrective action when sub-standard quality and/or performance is noted. Strictly administer all subcontract agreements and enforce as necessary.
- F. To administer the construction activities of the company in accordance with the Flynn Development Construction Procedures Manual.
- G. To see that the Project Managers and Superintendents follow and adhere to the Flynn Development Construction Procedures Manual.