

## **Construction Manager Job Description**

Magnolia Patio Covers' philosophy is to deliver quality projects with the goal of total customer satisfaction while displaying a high level of professionalism and integrity. We are problem solvers with a positive attitude and a results-driven mindset.

### **Job Summary:**

It is the responsibility of the Construction Manager for Magnolia Patio Covers to organize, supervise and coordinate the project and the onsite staff (daily communication on each operating project is expected) in order to complete the work on schedule, within the budget and to the quality of workmanship specified. It is also his/her responsibility to serve as the Magnolia Patio Covers representative and to create high levels of customer satisfaction by exceeding their expectations and fulfilling the company's contractual obligations through the timely and profitable delivery of construction services. In the performance of this function, it is the Construction Manager's responsibility to protect and promote Magnolia Patio Covers interests in all matters and to do whatever is reasonably necessary to execute his/her duties and responsibilities which include, but are not limited to, the following.

### **Essential Job Duties and Responsibilities:**

- To provide leadership and to establish and maintain effective and harmonious working relationships with all those involved in the project
- To meet at regular intervals with Owner and Customer to keep them currently advised on the status of cost versus budget and the progress of the work
- To coordinate the functions of the estimating, scheduling, purchasing, accounting and operations departments as they relate to the progress and completion of the project under his/her direction
- To have a complete and thorough knowledge and understanding of the Contract Documents, the General Contract and the Subcontracts
- To conduct pre-construction meetings with the owner and related subcontractor(s) to go over the project in detail before commencing construction
- To improve our subcontractor base by recruiting better quality contractors as well as hiring and training new subcontractors
- To negotiate the best possible pricing with subcontractors (without sacrificing quality) for work to be performed
- To keep accurate and up to date records of job costs, invoices and receipts, daily logs/ flow of work, and communications with customers.
- To see that specifications are examined, prior to beginning construction, for design deficiencies, impractical details and possible code violations, and bring them to a resolution

- To be responsible for ordering materials for projects in a timely manner and make sure that all subcontractors have what they need in order to perform their work. At times, this may require the construction manager to pick up and deliver materials when practical
- To manage all materials and keep inventory of materials to prevent theft or loss, and return all unused materials for credit back from the suppliers or re-purpose for future jobs
- To visit each job site regularly to ensure that the quality of work being performed is up to company and industry standards. This requires the construction manager to meet with subcontractors to go over the project details before they start work, and visit the job site to inspect the work upon completion before moving on to the next phase of construction
- To ensure that requisitions for subcontracts and change orders are prepared and submitted on a timely basis
- To send invoices for change orders as well as sending invoices for progress payments and final payments to Customers
- To see that the Project Schedule, incorporating dates and times for Owner decisions, availability of design information, procurement of materials and subcontracts, lead times for fabrication, and field installation, is established and maintained
- To see that the prescribed quality control measures are implemented and maintained throughout the life of the project
- To organize and train the on-site staff to the requirements of the project, and to assure that those individuals whose functions require the knowledge and understanding of certain documents and procedures, receive and understand that information
- To assure that each individual understands his/her own responsibilities of those whom he/she is working
- To utilize skills to run multiple projects as efficiently as possible
- To establish and maintain Magnolia Patio Covers administrative procedure as they relate to the project
- Must be available to take phone calls from his workers or customers if he/she has any work taking place on-site outside of normal business hours

David Mills, President  
Magnolia Patio Covers, LLC

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Date: \_\_\_\_\_

Employee Signature

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Print Name