



## PROJECT MANAGER JOB DESCRIPTION

### ABOUT COMMUNITY BUILDERS NJ, INC.:

Community Builders NJ, Inc. is a construction management firm dedicated to meeting the needs of a modern workforce and clientele through modern day approaches to solving complex issues untethered to outdated approaches. We are dedicated to our community, our teammates, our clients, and our industry partners based upon our values of Forthrightness, Authenticity, Momentum & Efficiency, Conviction, and Excellence.

At the heart of every structure we build lies a commitment to our teammates, clients, partners, and community. Our method is founded on both creative problem solving and a pledge to client satisfaction. It integrates transparent systems and disciplined processes resulting in a record of predictably delivering exceptional results. Our method is what makes us the builders of choice for those who seek excellence in construction and partners dedicated to creating lasting value for the clients and communities we serve.

Bringing on a teammate for us is bringing on a partner. It is a commitment not common in today's world. We are selfless and direct and expect the same. We do what it takes to deliver on our commitments and seek those who have the grit, tenacity, and adaptiveness to deliver together with locked arms. We seek not only technically intelligent teammates, but also emotionally intelligent and flexible professionals who place more value on the team, the mission, and the relationships than on their own personal achievements. We seek those who are motivated by upholding legacies of excellence and passing them forward. We are seeking those who want to become their professional best while surrounded by others who are doing the same.

### JOB SUMMARY:

Community Builders NJ, Inc. is seeking a Project Manager who thinks comprehensively and acts decisively culminating in a superior capacity for execution relating to budget, schedule, quality, logistics, and safety. Project Managers are expected to effectively manage multiple projects while leading each assigned project team and Community Builders' teammates. The PM coordinates closely with the Project Superintendent, and reports to the Project Executive.

### DUTIES & RESPONSIBILITIES:

- Demonstrates the values that distinguish Community Builders in the marketplace.
- Responsible for client satisfaction, team engagement, and profitability of the project based on well defined, predetermined metrics and routine evaluations.



Proficient in leading, managing, and holding accountable upstream, internal, and downstream teams and teammates.

- Work a disciplined process day in and day out while simultaneously overcoming the daily unforeseen circumstances and matters inherent to the industry.
- Minimize, mitigate, and manage all remaining project risk to include safety, quality, schedule, budget, and logistical.
- Actively uphold and build upon existing client, trade partner, vendor, and community relationships.
- Initiative and involvement in volunteer community projects and non-profits.

#### **REQUIRED SKILLS, ABILITIES, & CHARACTER ATTRIBUTES:**

- Solid understanding of construction law, accounting, all design disciplines (i.e. civil, structural, architectural, MEPS, ID), municipal and state permitting and regulations, safety regulations, cost estimating, CPM scheduling, and process analytics.
- Compelling influencer, communicator, and leader in group and individual settings and in both spoken and written communications.
- Commanding presence. Equal effectiveness in ability to both think strategically and execute tactically.
- Grit, tenacity, and fortitude. Knows how to bring levity to tense situations.
- Ability to think fast and slow depending on the criticality of the situation and estimated time available for resolution
- Thinks and acts strategically, tactically, and w/in networks simultaneously.
- Distills complex situations into categories and salient points for articulate, simple, and comprehensive conveyance to the appropriate audience(s).

#### **EDUCATION & QUALIFICATIONS:**

- Minimum of five (5) years of construction management experience with increasing responsibility.
- Compelling history of overcoming overwhelming obstacles to deliver expected results. Industry referrals of influence able to validate history.
- Sizeable and formative “failures” which translated into later successes vis a vi endurance and fortitude.
- Analytical ability developed through extensive reading, research, and exploration of academic topics, be they self-guided or through a formal degree program.
- Broad ranging curiosity and inquisitive nature.

#### **SCREENING REQUIREMENTS:**

As part of your employment with Community Builders NJ, Inc. an initial pre-employment drug tests and criminal checks are required. There are annual, random drug tests as a



condition of employment. Community Builders NJ, Inc. prohibits employees from being under the influence of substances such as drugs or alcohol during work hours. Community Builders NJ, Inc. is dedicated to the safety of all individuals in our offices and job sites.

**COMPENSATION PACKAGE:**

- Employee Stock Ownership Plan participation after one (1) year of continuous service
- 401k contributions
- 20 days of paid time off
- 10 paid holidays
- Health insurance to include medical, dental, and vision
- Optional short- and long-term disability insurances

**Community Builders NJ, Inc. is an Equal Opportunity Employer**

Community Builders NJ, Inc. is committed to fostering a diverse and inclusive culture where everyone can excel. We take great care to ensure that our hiring practices are inclusive and meet Equal Employment Opportunity standards. Individuals looking for employment at Community Builders NJ, Inc. are considered without regard to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other protected characteristics.

Submit resumes to [Admin@CommunityBuildersNJ.com](mailto:Admin@CommunityBuildersNJ.com)