

Backyard Unlimited: ADU Project Manager

Title: ADU Project Manager

Reports to: ADU Project Executive

General Description:

Backyard Unlimited is growing quickly and looking to add to our team of qualified individuals. We have tapped into California's ADU deregulation with great success. ADU's (Accessory Dwelling Units) are 300-1200 sqft residential units that can be added in the rear of residential properties for additional income, family housing, or guest space.

We are looking for an experienced Project Manager to plan and supervise ADU projects from start to finish. You will be responsible for the entire construction project at the point after a final contract is signed. Your goal is to meet or exceed schedule and budget from the contract and maintain positive customer/subcontractor/vendor interactions and satisfaction.

An excellent Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills.

Work Location:

You will primarily work out of the Rocklin office, 4765 Pacific st., Rocklin CA 95677. You will be provided a desk as well as a laptop. At times, site visits may be required (a few times a month) which you can borrow a company vehicle for or get reimbursed for your personal milage.

Work will primarily be computer and paper based, with a large number of calls and emails. You must be comfortable working a desk job.

Salary range, commission, bonuses, and other perks:

We provide a full benefit package including health care for the employee, 401k plan, and sick/vacation leave. We offer competitive salaries depending on experience and can entertain performance-based bonuses.

Duties/responsibilities:

- Hire, schedule, and coordinate subcontractors.
- Call for and host inspections.
- Specify and purchase all required materials and make appropriate substitutions when necessary.
- Complete change orders to modify the contract if/when needed.
- Manage all construction and permit documents.
- Collaborate with engineers, architects etc. to determine the specifications of the project.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations.
- Supervise the work of laborers, subcontractors etc. and give them guidance when needed.
- Evaluate progress and prepare updates for clients.
- Ensure adherence to all health and safety standards and report issues.
- Bring projects in under budget, and within schedule, when possible.

Requirements:

- 3+ years Proven experience as construction project manager.
- In-depth understanding of construction procedures and material, and project management principles.
- Good knowledge of MS Office.
- Good knowledge of MS Project.
- Outstanding communication and negotiation skills.
- Excellent organizational and time-management skills.
- A team player with leadership abilities.

Preferred:

- BSc/BA in engineering, building science or relevant field will be an advantage.
- PMP or equivalent certification will be an advantage.

Disclaimer:

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.