



*Black Label*  
CUSTOM HOMES

# PROJECT MANAGER

## *Job Descriptions (rev 03/2025)*

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Salary Range \$90k-\$125k annually

### **GENERAL FUNCTION:**

Under the general direction of the President, manages the construction and construction support processes within Black Label. As part of the project team, this position is involved from pre-construction through construction completion of all projects, with the support of staff in the field.

### **RESPONSIBILITIES:**

#### General Function:

- Communicating with Architects, project owners and their representatives throughout the sales, design, construction and warranty process
- Direct oversight, management and support of field construction staff
- Communicate and project the Black Label Custom Homes, "We care" attitude to all customers and employees through all forms of communication (writing, verbal, appearance)
- Hire, train, motivate and terminate when necessary, all construction personnel, including subcontractors. Hiring subs involves price negotiation, and an in-depth knowledge of construction and building code compliance
- Train all construction personnel in the principles of customer service, recognizing that "great" service often requires a "shocking level of response"

#### Project Management:

- Conducts pre-construction conferences with customers and subcontractors
- Project permitting and regulatory compliance
- Compose and oversee all construction schedules
- Identifying scopes of work for all trade partners and issuing subcontract agreements



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- Conducts quality inspections to ensure Black Label standards of construction and job site conditions are being adhered to on a continual basis
- Manage construction staff's resources, including budget
- Facilitate and negotiate company position with "hard to resolve" customer requests
- Responsible for ensuring execution and timely completion of outstanding service requests

#### Project Finance:

- Estimating, material takeoffs and buyout of all new construction projects
- Responsible for reviewing purchases and subcontractor invoicing, ensuring costs are getting coded appropriately
- Working in tandem with Accounting to ensure timely and accurate delivery of owner invoices
- Participating in project budget forecasting with Accounting
- Negotiate pricing with local trade contractors
- Build, review and approve project budgets

#### General Management

- Conducts weekly construction team meetings. The most important agenda items being resource scheduling, solving problems in the field and coordination for prompt warranty service
- Where necessary, has the authority to take disciplinary action for trade contractor's failure to perform
- Conducts quarterly personnel growth reviews for those who report to this position
- Attend and participate in regular meetings for all Black Label team members
- Serves as back up in Black Label staff absence



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### **PREREQUISITES FOR SUCCESS:**

1. Technical construction ability to manage construction resources, to price special construction options and to diagnose and resolve field problems
2. People skills to articulately and professionally handle conflict with customers, employees and subs
3. Ability to train employees and trades on Black Label's construction techniques and field problem resolution
4. Organizational aptitude to manage the scheduling of all construction resources.
5. Computer aptitude and willingness to learn to track service data in order to constantly improve our material specifications and field construction techniques. Specifically, Buildertrend will be used.

### **ACCOUNTABILITY MEASURES:**

- Average time of construction against average goal time of construction on all homes
- Variance % from cost budget
- Customer satisfaction for construction
- Quality control
- Timely completion of quarterly staff growth reviews
- Adherence to Indirect Construction Expenses operational overhead budget
- Employee and subcontractor turnover rate

### **ORGANIZATIONAL RELATIONSHIPS:**

REPORTS TO: President

WORKS WITH: All Construction Staff, Accounting, Clients, Client Representatives

SUPERVISES: Project Managers, Field Techs

CLASS: Exempt