

## **RS Wood Construction, Inc.**

### **Project Manager – High End Residential Construction**

Location: Malibu, CA

We're hiring a Construction Project Manager to join our team building custom high-end residential projects in Malibu, CA. We're a full-service construction company who specializes in custom luxury residential projects. Our on-staff team includes Project Managers, Superintendents, finish and rough carpenters, and laborers.

Company website: [www.rswoodconstruction.com](http://www.rswoodconstruction.com)

#### **Responsibilities:**

Our Project Managers are essential to the success of every project. Responsibilities include:

- Managing the big picture for the complete project lifetime; starting from pre-construction estimating through project completion, warranty, and maintenance
- Manage and maintain timely and clear communication with Principals, Owners, Owner's Representatives, architects and consultants
- Preparing pre-construction budgets and schedules
- Lead project estimating and development of full construction budget
- Maintain a detailed understanding of project budget and schedule, including changes throughout the project
- Develop project schedule, and work with Site Superintendent to maintain project on schedule
- Think multiple steps ahead: make sure all scope is fleshed out, priced, and contracted for upcoming work
- Be responsible for finalizing and approving subcontractor final pricing, change orders, and changes of scope
- Work with office to ensure all appropriate contract paperwork is executed for each subcontractor and vendor
- Maintain daily log book
- Maintain and track all time for in-house onsite labor staff
- Draft and distribute all RFIs
- Draft and manage all project documentation, including project procurement and submittal logs, safety documentation, permits, agendas and meeting minutes
- Lead onsite project team meetings
- Request, review, and distribute shop drawings for doors and windows, cabinets, and other items as needed
- Work with office staff to ensure all project warranty documentation is collected and compiled at project completion
- Work with Owners or Owner's staff to conduct regular maintenance walkthroughs

#### **Requirements:**

- Preferred experience with high-end residential construction

- Degree in Architecture, Construction Management, Engineering, or related field or equivalent professional experience
- Ability to read and interpret architectural drawings and specifications
- Excellent verbal and written communication skills
- Ability to have a flexible attitude when presented with partial information, changes, and challenges
- Ability to lead and manage others
- Ability to deal with and navigate daily challenges and problems
- Ability to work and stay calm under pressure and deal with a wide variety of personalities
- Ability to walk jobsites with ease, and sit and stand for extended periods of time
- Journeyman level carpentry skills a plus
- Technical knowledge and experience with construction means and methods
- Excellent computer skills, including proficiency in Microsoft Office Suite, Project, BlueBeam and Acrobat
- Proficiency with AutoCAD and SketchUp a plus
- US work authorization

Benefits Include:

- Competitive pay commensurate with skills and experience
- Medical, Dental, and Vision insurance
- 401(k) retirement plan with employer match
- Paid Time Off
- Annual discretionary bonus
- Opportunity to grow and share in the success of the company

We've been building custom one-off houses in Los Angeles since the early 2000s. Each of our projects presents its own unique set of challenges, and no two projects are the same. We focus on creating the best combination of client experience, high level of detail execution, and employee development. Every one of our employees takes a sense of pride and ownership in their role with the company, something that we've worked hard to foster over the years.

Please send applications or questions to Lenka Svobodova at [office@rswoodconstruction.com](mailto:office@rswoodconstruction.com).