

Project Manager

J2 Building Consultants, Inc., a design and consulting firm in the building envelope and waterproofing industry, is seeking a project manager to assist with inspections and design, as well as to provide construction administration throughout the repair process of buildings that are not properly performing. Nearly all of our work relates to the assessment and repairs caused from water damage.

Applicants must be self-motivated, possess a customer service attitude, be a team player, and shall have experience with, and be able to perform, the following job requirements:

Inspection of residential and commercial buildings. This may involve ladders, manlifts, scaffoldings, roof, and crawlspace access;

Knowledge of siding, roofing, weather-resistive barriers (WRB), flashings, waterproof membranes, etc.;

Proficiency in reading and understanding construction documents (plan and specifications);

Coordinate site inspections with building occupants, sub-consultants, contractors, and other related professionals;

Assess and document (comprehensive field notes and photographs) observed conditions;

Draft summary report of observations and findings, including recommendations for appropriate corrective actions;

Development of a written Scope of Repair;

Solicit and facilitate bidding by qualified contractors of the approved Scope of Repair;

Evaluate the received bids for responsiveness and make recommendations to the Client;

Carry out periodic inspections and documentation of the ongoing work;

Issue construction field directives for out-of-scope work, unforeseen conditions, or to clarify the project design and specifications;

Communicate with clients and other design, insurance, surety, and legal professionals;

Review and evaluate change order proposals and contractor's pay applications;

Preparation and presentation of spreadsheets, graphical charts, reports, and other written documents;

Mandatory computer skills and knowledge of basic MS Office products;

Hands-on roofing, siding, and other carpentry experience is a plus;

Degree in architecture, engineering, or construction management is a plus;

Business development in areas of expertise and current practice areas of the company, including soliciting work from owners, property managers, and industry partners.

Compensation will be determined on depth and experience within these requirements.