Title: Construction Field Manager

FLSA Status: Non-Exempt

**Reports to:** Director of Construction

### **Position Summary**

The Construction Field Manager is responsible for supervising contractors during all renovations and construction properties.

#### **Reasonable Accommodation Statement**

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. A company truck, computer and work phone will be provided for work related items.

#### **Essential Functions Statement:**

- Manage all construction orders and timelines to meet deadlines.
- Scheduling various trade groups on time.
- Gathering and maintaining job site date.
- Onsite Document status updates and process reports for upper management

# **Competency Statements:**

- Excellent organization and communication skills.
- Ensures the projects or program's goals, purpose, and criteria for success are clear defined. Clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision-making, and needs and desires of the primary customers.
- Ensures staff have the skills and resources to get things done. Provides staff with coaching, training, and opportunities for growth to improve their skills.
- Gives staff ongoing, constructive feedback on their performance and progress in light of expectations and goals. Holds timely discussions and performance reviews.
- Seeks ways to enhance the learning experience. Ensures that content is current, and that activities are engaging and effective.

## **Supervisory Responsibility**

This role has supervisory responsibilities.

### **Work Environment**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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# **Physical Demands**

This is a largely sedentary role with the physical abilities below may be required.

Stand

C

Reach above shoulder

| Walk               | F  | Climb            | N |  |
|--------------------|--|------------------|---|--|
| Sit                | F  | Crawl            | N |  |
| Reach Outward      | F  | Squat/Kneel/Bend | 0 |  |
| Lift/Corny         |  | Duch/Dull        |   |  |
| <u>Lift/Carry</u>  |  | <u>Push/Pull</u> |   |  |
| 10 lbs or less     | 0  | 10 lbs or less   | 0 |  |
| 11-20 lbs          | N  | 11-20 lbs        | N |  |
| 21-50 lbs          | N  | 21-50 lbs        | N |  |
| 50+ lbs            | N  | 50+ lbs          | N |  |
|                    |  |                  |   |  |
| N (Not Applicable) | Activity is no applicable to this occupation                                   |                  |   |  |
| O (Occasionally)   | Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)       |                  |   |  |
| F (Frequently)     | Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day) |                  |   |  |
| C (Constantly)     | Occupation requires this activity up to 66% of the time (5.5+ hrs/day)         |                  |   |  |
| - 1                | 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1                                       |                  |   |  |

# **Position Type and Expected Hours of Work**

This is a full-time position with varying working hour shifts between Monday through Friday, 7:00 a.m. to 4:00 p.m.

# **Education and Experience**

Education: High School diploma or equivalent. Experience: 1+ years construction setting

Computer Skills: Basic skill level in Microsoft Office, Excel, and Word.

### License/Certification:

General Contractor License preferred.

# **Additional Eligibility Qualifications**

Must be able to accomplish any and all duties with little to no assistance.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

# **AAP/EEO Statement**

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

# Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of this position.

| Employee               | Date |  |
|------------------------|------|--|
|                        |      |  |
| Company Representative | Date |  |

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employees ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.