



Job Title: Construction Manager
Location: Miami, FL
Benefits Offered: 401K, Dental, Life, Medical, Vision
Employment Type: Full Time

The Construction Manager oversees tenant improvement and capital improvement projects across a region or portfolio.

Essential Duties and Responsibilities include but are not limited to the following:

- Pre-construction and design coordination, including bidding project, budgets, preparing project schedule.
- Assist with writing contracts, purchase order and change orders.
- Ability to read/understand lease and financial terms, including speed/urgency to tenant occupancy.
- Procure client approval of space plan, drawings, finishes, changes to project cost and schedules.
- Analyze and manage project schedules. Track permit approval process & intercede where possible.
- Identify problems, or potential problems, as they relate to the project and take necessary actions to address identified problems. Discuss with Nashville when necessary.
- Tracking project metrics and updating project logs and reports. Run bi-weekly internal call on pipeline of projects (including property manager run projects)
- Lead meetings to ensure budgets, client needs, and schedules are met.
- Organize and manage project staff, contractors and schedules for projects, including tenant vendor access.
- Prepare documentation like scope of work, contracts, purchase orders, reports and budgets.
- Close-out project per Holladay and client requirements; help track overall project costs vs CER.
- Help collect any tenant overages or value engineer project costs with tenant.
- Maintain good communication with property manager & broker on each project.

Qualifications:

- Bachelor's degree preferred.
- 5+ years of progressive construction management experience.
- Experience managing medical or ambulatory building TI projects preferred.
- Experience working with tenant improvement projects a plus.
- Record of producing results in their prior work experience and good project management skills.
- Computer skills (Word, Excel, Outlook) working with client/Holladay software program
- Valid driver's license.

Compensation:

- The Construction Manager compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

Physical Demands:

- Must be able to sit; climb or balance; and stoop, kneel, crouch or crawl occasionally, as required by the project.
- Must be able to climb stairs and/or ladders
- Must be able to lift and/or move up to 10 lbs.

Supervisory Responsibility:

- No supervisory responsibility of Holladay staff.

Travel Requirements:

- Up to 25%, In-state and outside Florida or home state as required.

Promotional Opportunity:

- Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

This description is not all inclusive and duties will vary depending on assigned portfolio.

About Holladay Property Services:

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country. Our medical division has a national reputation of excellence in MOB management and development of medical real estate assets for third-party owners and is an IREM Accredited Management Organization.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Strengths based culture
- Employee development
- Community involvement
- Competitive compensation
- Flexible schedules
- Work from home capabilities