

Position Agreement

Position: Project Manager

Summary: The Project Manager at Axis Construction (AXIS) reports to the Construction Department Leader and is responsible for managing assigned remodeling projects and the company staff and trades partners assigned to the project and is accountable for the safe, on-time, profitable, and on-budget production of assigned remodeling projects to their defined scope of work, design intent, construction drawings, and company quality standards that meet or exceed client expectations.

Responsibilities: The Project Manager is responsible for completing the following tasks and activities:

- Manage Project to **ensure CLIENT satisfaction** – specifically, ensure that projects are performed to AXIS quality standards, in accordance with the budget and schedule, and with clear, appropriate, and timely communication between all parties.
- Manage Projects to **ensure AXIS profitability** – specifically, ensure that ALL CONSTRUCTION RESOURCES are utilized effectively and efficiently for the overall benefit of the company starting at the project level (quality, schedule, budget) and including all non-project-related resource allocation (shop improvements, vehicles, lost time, meetings, tools, safety, etc.).
- Manage Projects to **ensure EMPLOYEE development** – specifically, ensure that employees are safe, trained, motivated, supported, and managed with clear expectations and outcomes for the overall benefit of the company and the employee.

Specifically

- Support the development of project and work schedules for all projects in Development, Develop Construction schedules and direct the management of projects to these schedules.
- Review and approve the plans, estimates, specifications, and scopes of work for all Production projects.
- Develop, maintain, and assess routine, periodic, and final Work in Progress reports on the financial status of projects in Construction.
- Direct or support the activities of project developers, Crew Leaders, Carpenters, and Crew Members. Assign team members to projects and determine alternate work assignments if and as needed.
- Assist with onboarding and guiding the development of individual professional growth plans for each staff member.
- Assist the development, implementation, and modification of the company Development and Construction Value Chain processes and manage Crew Leaders, Carpenters, and Crew Members to adhere to the processes.
- Maintain knowledge of current applicable building codes and consistently research innovative products, techniques, and changes in the home building industry and attend continuing education classes and seminars in industry topics.
- Develop positive, strong, and lasting relationships with architects, engineers, trades, city and county building departments and inspectors, material suppliers, customers, and the public.
- Remain familiar with and use established supervisory and motivational techniques to guide and inspire the performance of all employees, suppliers, and trades to achieve or exceed defined performance standards and attend continuing education classes and seminars in management and leadership.

- Assist with the planning, budgeting, inventory, procurement, and proper maintenance of company Construction tools, machinery, and vehicles.
- Assist in Handoff-to-Production meetings (internal and with Client) with Salesperson, Design Lead, Crew and Trades as deemed necessary per project in order to ensure every project follows the AXIS value chain process.
- Conduct routine and ad-hoc on-site inspections of projects to assess adherence to process, scope of work, cleanliness standards, safety standards, etc.
- Attend a weekly/ Bi- monthly meeting with the Construction Department Team to discuss and develop weekly goals and objectives and coordinate efforts between projects and teams.
- Actively communicate and promote company safety guidelines and policies.
- Attend a post-project feedback meeting following each project. Review post-construction analysis of all costs, client feedback, successes, and challenges encountered during construction for each project. Work in Concert with the Construction Department leader to implement the feedback from these Job reviews to establish ways to continue the successes or make changes in the process/s sooner.

Accountabilities: The Project Manager is accountable for completing the below tasks and activities to the following measurements of success and standards of quality and performance:

- Overall accountability to ensure all Construction projects, including Change Orders, are completed on time, on budget, and to meet or exceed client satisfaction and in accordance with company design, quality, and safety standards, policies and guidelines.
- Ensure Crew leaders are continually managing their projects to meet or exceed the above through routine project planning, assessment, and communication activities to staff, suppliers, and trades.
- Ensure all actions, deliverables, and checklists of the Construction Phases are complete to the standards developed in the company Value Chain process and are accurately, completely, and timely completed and properly filed. Construction Department Leader will ensure the initial and continued development of these checklists and the Construction portion of the value chain process.
- Assist with the implementation of Construction process, procedure and personnel changes determined in periodic Value Chain process reviews and individual project autopsy meetings.
- Assist with Construction Department staff training to meet or exceed the responsibilities, accountabilities, and authorities of their roles, achieve their individual professional growth plans, and for the current and future company workload.
- Assist with warranty service requests and projects are completed on time, on budget, to client satisfaction, in accordance with company design, quality, safety standards, policies and guidelines.
- Assist with Construction Department staff performance evaluations and professional growth plans are completed accurately and timely and properly recorded and filed.
- Provide clear, accurate, complete and on-time required and requested reports and communications between other AXIS departments.
- Communicate openly and effectively with clients and other team members, setting clear expectations, then meeting or exceeding those expectations.
- Maintain a good cooperating relationship with architects, engineers, trades, employees, city and county building departments and inspectors, material suppliers, customers, and the public.
- Maintain professional appearance, follow the company dress code while in the office, at client sites or while representing AXIS, and enhance the positive experience of guests visiting our offices.

- While representing AXIS, act in accordance with AXIS company values in all decisions and interactions with clients, vendors, partners, or the public.
- Read and understand the Employee Manual and know AXIS's office policies and procedures.
- Overall accountability to ensure all Construction Department company vehicles and equipment are kept clean and well-maintained.

Authority: The following lists when the Project Manager has the authority to make decisions without prior approval or notification, or when and how authority or notification is needed prior to deciding:

- Manage the day-to-day activities of the assigned Construction team to meet the accountabilities and authority of their positions and to meet all goals, performance standards, milestones, deliverable deadlines, and budgets.
- Manage personal day-to-day activities to meet the requirements of the position Project Manager and to meet all goals, performance standards, milestones, deliverable deadlines, and budgets.
- Assign accountability for all project budgets, project plans, Scopes of Work and Change Orders.
- Assist in the development and implementation of the Construction Value Chain processes to continually improve the Construction Department work processes and product.
- Assist in the selection of Construction Department tools, equipment, and systems with approval from the Construction Department Leader

Skills, Education and Experience: The following lists the minimum or desired skills, education and experience required for the role of Construction Department Leader:

- 5 or more years of management experience.
- 10 or more years of experience in residential remodeling and construction.
- Ability to read construction documents written in English.
- A degree/certificate in construction management or related field is highly desired.
- Good written and verbal communication skills.
- Proficient in the use of Computers and other technologies.
- Valid Texas State driver's license.
- Valid Social Security Number.
- Able to lift 25 pounds without assistance.
- Pass background check without incident and pass drug testing.

Agreement: By affixing my signature below, I agree to perform the duties of this role as listed in the Responsibilities section, to perform the duties to the standards described in the Accountabilities section, and to make decisions and inform others as described in the Authority section.

<Name>

Date

<Company Representative
<Company Representative Role>
Axis Construction

Date