

Construction Project Manager

Bigfoot Northwest is looking for a seasoned Construction Project Manager to join our creative and collaborative team of builders, carpenters and creators. Our mission is to build, design and create excellent work with great people by providing the best building experience for our clients. As a company we believe we have the opportunity and responsibility to go beyond industry standards by baking excellent customer service and environmental responsibility into our DNA. We integrate our core values of Creativity, Integrity and Commitment into everything we do across the team.

This role is critical in integrating project teams while keeping an eye on the bigger picture of client goals, owner expectations, budget, and calendar. We are looking for someone who is inspired by community, local business and sustainable construction. The ideal candidate demonstrates leadership, is proactive, customer service-oriented, and interested and willing to contribute to some hands-on construction efforts.

Responsibilities:

- Lead pre-construction tasks, including pre-planning meetings, with assistance from the team leader, as well as some light sales involvement and support
- Develop comprehensive project schedules by closely reviewing plans/specifications for required activities
- Communicate project plans and project status to all team members
- Lead and motivate the team to accomplish project milestones
- Prepare, schedule and coordinate subcontractor needs
- Ensure materials are onsite in a timely manner through job site visits and regular communication with suppliers, partners and subcontractors
- Some hands on-work, depending on the needs of the project and team
- Proactively manage and modify schedules with team to ensure project(s) remain on or ahead of schedule
- Regularly manage and monitor budget and current budget projections
- Facilitate and participate in internal bi-weekly meetings with/for: owners, other project manager(s), superintendent(s) and contractors
- Professionally communicate with clients and field questions on a daily/weekly basis
- Produce project meeting minutes, share issues and propose solutions
- Review safety, housekeeping, productivity, sequencing and project morale
- Proactively mitigate/manage risk by prioritizing tasks with support from owners and superintendent
- Schedule and facilitate job site inspections with the city
- Manage job closeout by ensuring project is completed on time, check list items are finished, as well as plan, coordinate and lead final walk-through meeting

Someone with experience in carpentry or general construction is preferred but not required.

This is a full-time position with a competitive salary, health benefits and PTO. Bigfoot Northwest is a small team and interested in building long-term relationship with every team member. We're

also working towards becoming B-Corp Certified. Specializing in home renovations, expansions, accessory dwelling units and new construction the team works across Portland Metropolitan Area and Central Oregon, including Bend. This position will be based in Portland, OR with some travel expected.

Bigfoot Northwest is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. However you identify and whatever background you bring with you, please apply if this is a role that would make you excited to come into work every day.

Apply:

Please submit a cover letter and resumé to hire@bigfootnorthwest.com, Attn: Adam Riffle. This position will remain open until filled.