

Director of Construction Management

Alta Terra Real Estate
Park City, UT 84098
Full-time

Job details

Job Type
Full-time

Qualifications

- Construction management: 5 years (Required)
- Work authorization (Required)

Full Job Description

The Director of Construction Management ("DCM") for Alta Terra Real Estate ("ATRE") will be a key part of the senior team working to execute the company's construction activities across all active projects. The DCM will work with our Development Managers and Principals to create and execute project-level construction strategy from project inception to close out. The role will be responsible for continuously developing company-wide best practices and maintaining a disciplined execution of the same. The DCM will be the Owners representative working directly with multiple general contracting teams across projects. They will have oversight responsibilities ranging from contractor selection and contract negotiation to overseeing onsite execution to a successful building turnover. The role will have broad engagement across the entire Alta Terra platform.

Responsibilities include, but are not limited to:

- Developing a construction plan for all active construction projects
- Managing general contractor solicitation and selection processes
- Work directly with external design teams and the Alta Terra team to guide, review, and provide constructive feedback on all design instruments, space planning, budget preparation, material selection, cost estimating, and construction contracts
- Review working drawings and always maintain a detailed knowledge of the design documents
- Review and provide feedback on consultant agreements
- Assist in establishing and updating project budgets
- Monitor and project hard cost budgets through the duration of construction
- Along with the Principals, assist in negotiating general construction agreements

- Prepare construction updates for Alta Terra and produce monthly construction reports as required for outside partners
- Serve as the lead coordinator and communication point with general contractors during design, preconstruction, and construction
- Maintaining current knowledge of all onsite activity to address ongoing issues and foreshadow future hurdles
- Monitoring and managing the construction schedule for timely completion and/or ensuring the Alta Terra team is taking action to address schedule-related issues
- Actively managing all Owner obligations to our general contractor
- Managing all Owner construction administration processes between Owner and contractor; budget, co's, RFI's, submittals, assisting in payment applications, etc.
- Manage punch list closeout via the aggregation and resolution of third-party and Owner generated items
- In coordination with the ATRE asset management lead, plan for and manage building turnover and occupancy including close-out manuals, turnover to property management, etc.
- Control and manage documentation of construction activities for ATRE records

Qualifications

- Minimum of five years of direct construction management experience either as a general contractor or similar role requiring robust construction management knowledge. At least two years of that time being in a management role.
- Bachelor's degree, preferably in construction science, engineering, or a related field.
- An even-tempered demeanor focused on problem-solving and team building
- When faced with issues and conflict, utilize a rational approach that first seeks to understand and create clarity before determining a path forward
- Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions
- A strong desire to approach their work systematically and with discipline.
- Have an inherent "ownership" and sense of obligation to perform your duties to the highest standard
- Has a strong command of design issues related to constructability, value engineering, and building systems
- Can read and interpret construction documents such as drawings and specifications for all trades including but not limited to site-civil, structural, architectural, mechanical, electrical, plumbing, low voltage, interior design, etc.
- Along with Principals, negotiate and interpret the intent of contract documents and mediate disputes as needed
- Compose business letters, expositions, summaries, and reports, using proper format, punctuation, grammar, diction, and style
- A deep understanding of the design and construction process including who the interested parties are, their relationship with each other, and their competing interests
- Strong knowledge of industry-standard deliverables and the assignment of expectations across all the parties involved in the successful completion of a project

- Able to engage and critique general contractors operations including but not limited to scheduling logic, procurement processes, fundamental construction administration, contract obligations, project resource loading, etc.
- Experience dealing with the conflict inherent in the construction process. Do so with poise, diplomacy, and professionalism
- Demonstrate proficiency in Microsoft Office Software and a working knowledge of industry-standard CM software.

Alta Terra Real Estate is an apartment owner and developer based in Park City, Utah with an east coast office in South Florida. ATRE focuses on developing high-caliber multi-family, student housing, and build-for-rent (BFR) communities nationwide and acquiring student apartment assets through a value-add and core-plus strategy. Alta Terra and its principals have developed, redeveloped, or acquired approximately 10,000 units of multifamily and 50,000 beds of student housing. The firm currently has approximately 10 developments underway throughout the southeast and in Salt Lake City, UT. Alta Terra prides itself on its reputation of disciplined execution and our deep capital market relationships both of which are the foundation of its current success and future growth trajectory.

Job Type: Full-time

Pay: From \$150,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Park City, UT 84098: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Construction management: 5 years (Required)

Willingness to travel:

- 25% (Required)

Work Location: One location