



JAIR LYNCH

REAL ESTATE PARTNERS

JOB DESCRIPTION

SENIOR CONSTRUCTION MANAGER

Jair Lynch Real Estate Partners (“JL” or “Jair Lynch”) is a Washington, DC based urban regeneration company that responsibly transforms urban markets into extraordinary neighborhoods. The company is involved in real estate projects as an investor/developer as well as a real estate advisor/development manager to third party clients. Products include multifamily residential either for sale or rental, commercial, and retail mixed-use projects.

Primary Function

A Senior Construction Manager at JL is responsible for implementing the preconstruction, construction, commissioning and project closeout phases of a development project with an emphasis on establishing and maintaining project controls and completing projects in a timely and cost effective manner. The Senior Construction Manager must have demonstrated skills in negotiating, coordinating and directing work of subcontractors, and in developing strong working relationships with general contractor personnel, subcontractors, inspectors, and other related parties. This requires a thorough understanding of the JL investment parameters, resource allocation and cross-departmental leveraging. The Senior Construction Manager, will report to the VP of Development who is tasked with overall management of a project. The Senior Construction Manager will be responsible for maintaining relationships in the construction community to provide market intelligence as well as ensure consideration for future business development opportunities.

Other requirements include, but are not limited to, the ability to organize and manage multiple projects effectively, to manage cost control systems, review and analyze plans, facilitate the bidding/negotiations/buyout process with a general contractor, review all forms (bidding, construction, or other) of requests for information (RFI's), examine and negotiate change orders, and review and comment on submittals. The Senior Construction Manager should be generally versed in jurisdictional and architectural design requirements, applicable codes, as well as all associated development/construction due diligence reporting including, but not limited to, environmental, boundary/ALTA survey, and geotechnical reporting. The successful candidate must be highly skilled in budgeting and scheduling with strong verbal and writing skills.

The Senior Construction Manager will typically work on multiple projects simultaneously and must be able to work in a fast-paced, multi-task environment, balancing competing priorities and multiple project assignments.

Duties & Responsibilities

- Facilitate the development of cost estimates that include conceptual estimates prior to design as well as detailed time and materials estimates from design documents.
- Facilitate the development of pre-bid CPM schedules from design documents.



- Analyze monthly construction contractor CPM schedule updates; develop progress payments based on schedule updates; assist with recovery schedules.
- Maintain company database relative to market conditions labor rates affecting job costs as well as projections required for deal pursuit.
- Strong communication skills, both oral and written.
- Independently write reports and correspondence.
- Develop complex spreadsheets and charts in Microsoft Excel and reports in Microsoft Word.
- Client/business development experience.
- Occasionally, develop and make presentations to groups to include clients and public meetings.

Qualifications

- Bachelor's degree in a field related to construction (i.e., engineering, architecture, construction).
- Minimum of ten (10) years of experience in construction with emphasis in complex, fast-track, or phased project delivery.
- High degree of demonstrated organizational skills and problem-solving ability, specifically the ability to access resources inside and outside of the company.
- Respect for details and the ability to execute at a high level with significant independence.
- Ability to prioritize and execute tasks to achieve both corporate and project goals.
- Articulate communication skills – verbal, pictorial, numerical – as relevant to the development process.
- Strategic thinking, demonstrated by ability to develop strategies to achieve organizational goals; understanding of organization's strengths & weaknesses; accurate and thorough analyses of costs and market conditions; identification of external issues and opportunities; and adaptation of strategy to changing conditions.
- Business acumen, demonstrated by understanding of business implications of decisions; orientation to profitability; knowledge of market and competition; and alignment of work with strategic goals.
- Superior negotiating skills and a personable negotiator.
- Leadership skills, demonstrated by confidence in self and others; ability to inspire and motivate others to perform well; and ability to effectively influence actions and opinions of others.
- Problem solving expertise, demonstrated by identifying and resolving problems in a timely manner; working with others to solve complex issues.
- Interpersonal skills, demonstrated by considering and responding appropriately to the needs and capabilities of different people in different situations; tactfulness; treating others with respect; and relating effectively to others when encountering difficult situations.
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint; scheduling software such as MSPProject, Primavera, or other.
- LEED accreditation a plus.



Cultural Norms

In addition to the above criteria, JL expects all employees to contribute to a culture of excellence, exemplified by the following.

- Prepare and manage detailed project budgets and schedules.
- Manage cashflows per plan.
- Identify risks early and present well thought out corrective action plans.
- Consistently meet deadlines, which may require additional hours beyond a standard work day.
- Focus on improving the product to improve the bottom line.
- Communicate clearly and frequently with colleagues on relevant information and how colleagues fit into your project schedules.
- Understand how daily work impacts key corporate performance indicators and profitability, prioritizing work accordingly.
- Manage resources efficiently.
- Identify necessary additional resources to achieve goals (including outsourcing).
- Request guidance and support from team members when needed and offer guidance/support when needed.
- Track information needed to manage projects and use this information as basis for corporate and investment reporting.
- Constantly work to develop additional business opportunities.