

About RisherMartin: RisherMartin Fine Homes is a fast growing, professionally managed, Austin, Texas based firm specializing in custom home building, whole house renovations and additions. A process-focused and technology driven company, RisherMartin has developed and deployed sophisticated management systems that enable accurate pre-construction planning, on-time and on-budget execution, and best-in-class customer service. We partner with award winning architects and designers to deliver notable projects for discriminating clients in Austin's most prestigious neighborhoods.

Job Summary: The Project Manager (PM) will be our boots on the ground. You will coordinate all field construction activities for RisherMartin's residential renovation and custom home building projects. You will manage all material deliveries from our suppliers and supervise all subcontractor work on our sites. You will be expected to deliver projects on time and on budget. You will ensure extremely high levels of quality and craftsmanship and keep a safe and clean jobsite. You will demonstrate professionalism and construction competence and will be expected to provide an incredibly high level of service to our clients.

Job Responsibilities:

- Confirm all aspects of the Pre-Construction to Production hand-off package, including plans, specifications, selections, schedule and buy-out.
- Manage subcontractors and suppliers to build projects per plans, scope of work, specifications and selections.
- Schedule subcontractors and material deliveries.
- Double check all bids for accuracy.
- Place orders and manage delivery of long lead items.
- Conduct thorough and accurate project layouts.
- Maintain up-to-date project schedules.
- Maintain up-to-date punch lists.
- Schedule all required inspections.
- Maintain safe, clean and orderly jobsites.
- Post and maintain jobsite signage.
- Photo document project.
- Log all field paperwork (surveys, third party inspection reports, etc).
- Prepare agendas, schedule updates and run weekly client update meetings. Log accurate meeting minutes.
- Approve subcontractor and supplier invoices and manage disputed invoices.
- Track and manage backcharges with Production Manager and Accounting Manager.
- Manage Client Change Order Request (requirements gathering) process with Production Manager.
- Utilize and log Quality Control checklists.
- Conduct Client punch walk and manage punch list.
- Conduct final client walk and hand off.
- Manage Warranty Requests.
- Develop specific product and construction method capabilities and cross-train other team members.

Core Competencies:

- Must fully understand the custom home and renovation process.
- Must be capable of overseeing various subcontractor's work and be able to verify the functionality and quality of that work.
- Knowledge of construction techniques, best practices, mechanical system installation, and building codes is a must.

- Must be capable of reading and understanding architectural and structural plans as well as construction specifications.
- Must be capable of maintaining a computer-based construction schedule and working in a paperless office environment.
- Must possess excellent verbal and written communication skills which you will demonstrate by interfacing with clients, architects, designers, vendors, subcontractors and RisherMartin staff.
- Must be capable of managing multiple projects, of varying scope, in different locations...simultaneously.

Education and Experience:

- 4-year college degree required.
- 5+ years of successful residential project management required with emphasis on high-end custom home building and renovating.
- Must be very comfortable with technology, including project management software, Microsoft Office Suite, as well as estimating and purchasing systems.
- Must have strong references from past employment or a strong record of successful self-employment.

Personal Profile:

The bullet points above represent the minimum standard. What are we really looking for? The ideal candidate will possess these ten important qualities, most of which have nothing to do with building and everything to do with character:

- 1) You will do what is *right* vs. what is *easy* – every time. After many years in the building business, we've learned there are no short cuts; do it right, the first time.
- 2) You will understand that *servicing the client* is the single most important job. Even if we deliver an impeccable project, on time and on budget, if the client is not happy then we have failed to do our job. Lots of folks out there can build homes. Taking care of clients is the real job.
- 3) You will possess enormous *personal pride* in what you do and how you do it. You will care deeply about the quality of the home you build or renovate. You will build our client's home with the same pride you would build your own.
- 4) The ideal candidate will want to *learn*, constantly. The best products, the best practices, the best methods.
- 5) We are performing demanding work, sometimes on very tight deadlines; mistakes will happen. You will analyze your mistakes, anticipate them the next time, and make sure they don't happen again.
- 6) You will understand that building or renovating someone's home is an enormous *responsibility*. People trust us with their homes; we take this very seriously.
- 7) We work hard. We require someone with the same *work ethic*. We also expect that you will develop and grow with us.
- 8) You are a *creative problem solver*. We are not stamping out widgets; we are building and renovating custom homes with many unknowns. You embrace this and have a knack for making things work. You have a "get it done" attitude.
- 9) You have the ability to *cultivate relationships*. If your personal style is to scream and shout to get things done, you probably won't last long. Our team is demanding, but fair and we treat our trade partners with the respect they deserve.
- 10) Lastly, you have a *passion* for building. If you are like us, you come from a long line of building professionals; it's in your blood.