

Job title: Project Manager

Department: Operations

FT/PT: Full-Time

Supervisor: Ben Walker, President/CEO

About Capital Tile

Long before Capital Tile existed, Patrick Hathaway had a vision for creating a business that would span the US providing quality tilework to a variety of companies. He took the first steps towards achieving this dream when he founded *Patrick's Tile & Marble* in 1985.

While the company started out small with just two employees, it didn't take long for their reputation for precise and accurate tiling at reasonable prices to spread around. Soon they were laying tiles for houses throughout Lawrence and traveling to renovate hotels.

Eventually, as demand for their services grew Patrick knew that it was time to pass the torch to the next generation. In 2013, Ben Walker came forward to lead the company as their CEO & Co-Owner and renamed their business into **Capital Tile**. Under his direction, the company expanded to house a staff of over 25 employees and began subcontracting tile installation & demolition with businesses throughout America from hotels and car dealerships to theaters and sports facilities.

During this new phase, Ben continued to develop a culture and atmosphere that invests in its employees and builds deeper relationships with clients. He also led the charge in expanding the company's presence into new markets.

Today, Capital Tile works hand-in-hand with customers across a multitude of industries to ensure every project is on-time, high quality, and on budget.

Job Purpose

Manages construction projects to ensure they are of high quality, completed on-time, within budget, in a safe environment. Maintains positive relationships to ensure superintendents are successful, vendors are productive, and clients are satisfied resulting in repeat and new business.

Performance Expectations

1. Complete projects safely, on time, and within budget.
2. Change orders are managed correctly with client approval and revenue captured.
3. Generates new business through referrals and repeat work with existing clients.
4. Receives positive feedback from clients and team leads about the jobs managed.
5. Has good internal communication with employees and receives good feedback from employees.

Essential Functions

Essential functions include the following. Other duties may be assigned.

1. Estimating/Bidding
 - Complete takeoffs on bids- including all details related to tile
 - Confirm all required material is included- accessories, trim, etc.; verify pricing
 - Finalize pricing using guidance from President
 - Ensure bid is submitted to all bidding general contractors
 - Represent the company at pre-bid meetings\client meetings and hearings as needed
 - Collect historical cost data to estimate costs for current or future products
 - Consult with clients, vendors, personnel in other departments, or construction foremen to discuss and formulate estimates and resolve issues
2. Leadership/Executive
 - Serve on Leadership Team
 - Report to President/CEO
 - Effectively communicate expectations, statuses and changes to appropriate stakeholders
 - Prepare and submit budget estimates, progress reports, or cost tracking reports
 - Provide input regarding Company policies/procedures/systems as required
3. Supervision & Administration
 - Lead project-oriented office personnel (currently project coordinator- will have dotted-line responsibility with warehouse/delivery specialist)
 - Directly supervise tile setters, finishers & helpers
 - Oversee work to ensure that it is performed in accordance with company specifications, contract documents and agreements and standard industry practices
 - Dotted-line responsibility with Team Leaders
4. Project Management
 - Manage several commercial projects simultaneously
 - Plan, schedule, or coordinate construction project activities to meet deadlines
 - Responsible for overall financial & operational performance of each assigned project
 - Ensure each project is completed according to specification, on time and within budget
 - Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates
 - Confirm required material is ordered & available when required (including submittal process)
 - Ensure appropriate project staffing
 - Process change orders
 - Provide timely communication of critical events that will affect the project, construction schedule and/or estimated costs so immediate corrective action can take place.
 - Inspect or review projects to monitor compliance with environmental regulations

- Confer with general contractor on changes and adjustments to cost estimates
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work

5. Work Activities

- Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts
- Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others
- Scheduling Work and Activities — Scheduling events, programs, and activities, as well as the work of others
- Working in the office, and has opportunity to work remote.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, competency, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge and Experience

1. 2-5 years construction related management experience.
2. Four-year construction related degree preferred but not required

Technology Skills

3. Accounting software — Intuit QuickBooks
4. Analytical or scientific software — TBD
5. Data base user interface and query software — TBD
6. Financial analysis software — TBD
7. Project management software — TBD
8. General office software — Microsoft Office, TSheets
9. Estimating software — PlanSwift

Other Skills

10. Knowledge of stone and tile installation
11. Ability to read, understand and organize construction documents/plans, architectural drawings/blueprints and specifications
12. Analytical and Strategic thinker
13. Effective communicator with the ability to convey information, concepts and concerns to people with differing communication styles
14. Highly Flexible, Organized and Reliable
15. Ability to build good relationships at all levels, internally & externally
16. A positive, team-first attitude with a desire to train and lead
17. Available to travel around the States of Kansas or Missouri for 25% of the time, which may rarely include overnight stays
18. Available to work during weekends or long work hours if project need arises.
19. Controlling and prioritizing multiple activities while handling multiple projects