



Position Title: Project Manager

Reports To: Director of Facilities

Job Classification: Year-round; Salary/Exempt

Job Summary:

The Project Manager will be responsible for the construction development at The Resort at Paws Up. The Project Manager is responsible for planning, interpreting, organizing and managing projects through all phases of development—from inspection to transfer of responsibilities to operations. Establishes and monitors budgets, manages project team and prepares schedules to ensure efficient utilization of resources. It is essential that the Project Manager works effectively with our existing general contractor to provide seamless, coordinated and integrated delivery of The Resort at Paws Up projects.

The Project Manager is expected to demonstrate professional skill, high standards, sound judgment and professionalism. It is important for this position to promote communication to enhance working relationships and work product by creating a collaborative relationship with multiple Paws Up services. It is essential to pass all knowledge to others and support a continuous learning environment. Team building and motivation are key responsibilities. This position is presently for a specific large assignment. If agreeable between both parties, the position can continue indefinitely.

Duties and Responsibilities:

- Manage development of plans in accordance with Missoula County, architect, engineers and The Resort at Paws Up Attorney.
- Work with ownership and general contractor to ensure quality, cost and schedule.
- Monitor construction activities to verify schedules and materials.
- Study specifications and perform field inspections of construction activity to verify compliance with the contract documents.
- Procurement of equipment and materials to be delivered at specified times to conform to work schedules.
- Inspect work in progress to ensure that work conforms to specifications and that construction schedules are adhered to.
- Verify change-order requests for accuracy.
- Contribute to a positive work environment and ensure teamwork within project organization, utilizing the resources needed to drive quality and value to The Resort at Paws Up.

- Perform all duties and responsibilities in a timely and efficient manner in accordance with established Resort policies, procedures and standards of service to achieve the overall objectives of this position.
- Communicate regularly and effectively with all employees, supervisors, managers, directors and ownership.
- Perform work in a safe and high-quality manner.
- Track project costs as related to the general contractor and owner budgets.
- Prepare detailed weekly and monthly reports as required.
- Nothing in this job description restricts ownership's right to assign or reassign duties, work hours and/or responsibilities for this job at any time.

Qualifications:

- One year assignment until August 1, 2019, or later as agreed between both parties.

Job Type:

- Full-time, year-round.

Required education:

- Minimum of high school diploma, GED or vocational training or job-related course work.

Preferred education:

- Bachelor's degree in construction or civil engineering or equivalent work experience.

Required experience:

- Minimum of four years of project management experience of commercial building projects
- 3+ years of experience in supervising construction projects

Receipt and Acknowledgment:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if at any time I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time due to business demands by The Resort at Paws Up.

- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of The Resort at Paws Up.
- I have read and understand this job description as outlined herein. I have been allowed to ask questions to clarify any points listed on this job description.

Employee Name (Print):		Date:	
Employee Signature			