

Holladay Properties

Job Description

Updated: 9/2017

Job Title: Owner's Representative
Reports to: Senior VP, Development
FLSA Status: Exempt
Hours: Flexible

Summary of duties and responsibilities:

The Owner's Representative is a key member of a nimble and entrepreneurial development team, taking point in collaborating with contractors in the development of project scopes, reviewing price proposals for accuracy, and overseeing work in the field through completion.

Essential Duties and Responsibilities include but are not limited to the following:

- Functions as the Owner's Representative, supervising the performance of construction and maintaining schedules and budgets for multiple projects.
- Experience in project management software i.e New Forma, Procore, Microsoft Project, Primavera etc.
- In some cases, contract as owner directly with subs for limited scope projects
- Manage and evaluate contractor performance.
- Provide official project status documentation and reports.
- Prepare and distribute project communications, reports and directives to clients and stakeholders.
- Conduct technical reviews and evaluate project solicitations, proposals, quotes and proposed change requests.
- Conduct and document project meetings.
- Recommend change orders and directives from the field. Attend pre- and post-bid scope reviews to provide any information as needed. Conduct constructability reviews on projects in design phases.
- Evaluate project drawings and schedules.
- Ability to Utilize AutoCAD and Various Adobe Design products
- Ensure that procedures and materials comply with plans, specs, and approved submittals.
- Track and follow up on RFI's.
- Prepare punch lists and monitor completion.
- Secure close out documents/attend post mortems.
- Work to secure Certifications of Occupancy.
- Develop project specific goals, schedules, budgets and detailed assumptions.
- Ensure that the scope of the project, outside forces affecting the project and any project deliverables are fully understood.
- Coordinate any necessary due diligence efforts, maintaining and delivering all appropriate documentation.
- Develop a detailed project budget based on historical and market data, and a clearly defined set of budget assumptions.
- Develop and maintain the Master Project Schedule.
- Prepare various RFP's needed for vendor and contractor services.

- Facilitate project kick-off meetings with internal staff and key stakeholders to ensure responsibilities are communicated and understood by all.
- Actively track each aspect of project performance against schedules and the critical path.
- Oversee the work of vendors and project team members to ensure compliance with contract and Holladay expectations.
- Identify and address areas of concern regarding potential liabilities and risk.
- Ensure accurate management of all accounts receivables.
- Prepare and negotiate AIA contracts

Compensation:

The Owner's Representative compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

Qualifications:

- Bachelor's degree from an accredited school in architecture, engineering, construction management or other technical and/or related field
- Minimum of 5 years of experience working as/with a General Contractor
- PMP or similar certification preferred
- Experience in commercial or industrial related construction projects
- Excellent written and oral communication skills, and an ability to communicate well at all organizational levels
- Thorough understanding and commitment to sound project management techniques
- High level analytical skills and problem solving capabilities, and the ability to effectively manage several projects in development and in the field simultaneously
- Ability to visit a project site and quickly identify errors and omissions and review those effectively with onsite contractors
- Must have a demonstrated ability to push schedules, identify and resolve constructability issues (impediments to schedule), and scrutinize and negotiate change orders as the Owners Representative
- Ability to generate / forecast construction schedules
- Cost estimating skills are desirable
- Valid Driver's License and clear Motor Vehicle Report

PHYSICAL DEMANDS:

- Employee is required to walk multiple premises which can require climbing stairs to inspect stairwells, and be in high spaces, such as roof to inspect equipment if necessary.
- Employee may occasionally be required to lift or move an items over 10 pounds.

SUPERVISORY RESPONSIBILITY:

- This position does not have any supervisory responsibility.

PROMOTIONAL OPPORTUNITY:

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

This description is not all inclusive.