Position Summary

The Project Manager is responsible for the overall success of the Viridity projects they will be overseeing. This individual manages the construction projects from start to finish, planning and ensuring proper coordination of various jobs. The Project Manager is the direct contact for clients and is responsible for planning, budgeting, estimating and delivering all projects. This may include many projects at the same time. This individual is additionally responsible for working in conjunction with subcontractors to maintain the quality of work.

**Essential Functions**

* Oversee construction projects to ensure they meet plans and specifications, addressing any unforeseen issues in budgeting, design, engineering and construction.
* Developing long-term relationships with superintendents, architects, general managers and owners.
* Coordinate construction in a manner that allows for high quality and fast track techniques, detailing daily activities to ensure efficient progress.
* Manage direct reports and subcontractors on each jobsite to ensure projects are progressing as planned and communicating any delays or changes.
* Create reports and progress tracking for Executive Leadership.
* Ensure that all elements of design and construction trades interlock into Executive Leadership and Ownership vision.
* Ensure that projects exceed all required federal, state, county and city rules and regulations.
* Represents Viridity and its related affiliates in a professional manner at all times.
* Perform other related tasks as assigned.
* Must be able to travel up to 50% of the year based on project needs.
* Ability to work non-traditional hours, including evenings, weekends and holidays as necessary.
* Reliable transportation
* Must be willing to work with moving mechanical parts.

**Personal Attributes**

* Strong organizational, communications and interpersonal skills.
* Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
* Highly motivated and energetic.
* Dependable.
* Detail-oriented.
* Strong problem solving and troubleshooting ability.
* Excellent public speaking and leadership skills.

**Skills and Experience**

* Preferred Bachelor’s degree in horticulture, construction management or other related fields
* Minimum of 1-2 years of experience in golf construction or maintenance.
* Expert in time management, coordinating multiple projects and job sites at once.
* Well rounded in budget development and management.
* Proficient in Spanish
* Knowledge of surveying equipment.
* Experience with operation and minor repair of earth moving equipment.
* Proficient in the Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint and Calendar.

**Physical Abilities**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

* Required to sit, stand and walk.
* Must have dexterity of hands to feel objects, tools and controls.
* Frequent stooping, bending, pulling and pushing.
* Reach with hands and arms.
* Required to speak and hear consistently.
* Ability to occasionally lift, carry and/or drag up to 50 pounds if necessary.
* Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
* Occasional exposure to fumes or airborne particles, as well as toxic and caustic chemicals.
* Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.

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