

## JOB DESCRIPTION



**Job Title:** Project Manager  
**Department:** Asset Management  
**Reports to:** VP – Asset Management  
**Direct Reports:** None  
**Date Prepared:** March 2018

<b>Job Summary</b>	<p>The project manager will coordinate certain aspects of the master planning, design development, construction management and tenant turnover process to ensure specific project expectations are achieved. The project manager will have several responsibilities and will need to have flexibility to manage diverse activities as well as multiple projects simultaneously. The number and complexity of projects may vary from time to time and may include commercial, industrial, office and retail build-to-suits as well as multi-family residential projects.</p>
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Provides direct oversight for all build-to-suit opportunities including working with the client to provide vertical construction, subcontracting with preferred developers or fee management developers to construct commercial spaces.</li> <li>2. Responsible for supervision of horizontal and vertical construction, site work, and infrastructure to include consultants, and contractors.</li> <li>3. Prepares RFP's for design professionals, consultants and contractor services.</li> <li>4. Makes recommendations for consultant selection.</li> <li>5. Negotiates and prepares (working with legal department) construction agreements and professional services agreements.</li> <li>6. Oversight of vendor/contractor agreements to include determination of competitive pricing for final contracts, scope of work modifications and pay request approvals.</li> <li>7. Establishes specifications and requirements for testing, inspection, turnover, quality acceptance from contractors, etc.</li> <li>8. Works closely with asset management team to maintain a master project schedule, evaluates resource constraints, tracks key milestones, tracks team's CapEx budgets, and makes appropriate recommendations.</li> <li>9. Manages the design team, development team and construction team of the project on a daily basis to ensure that progress is being made according to the approved schedule and that coordination/communication occurs between all disciplines.</li> <li>10. Provides key milestone presentations of the project to management as required. Ensures that appropriate presentation materials are prepared prior to meetings to maximize effectiveness of presentation,</li> <li>11. Ensures that building codes, permits and development covenants are adhered to through completion of project.</li> <li>12. Manage entitlement and permit obligations, conditions, expirations for multiple permits with various agencies having jurisdiction over project.</li> <li>13. Oversees creation / review of conceptual site plans, construction documents, plats, schedules and contracts.</li> <li>14. May represent company as required at public hearings, board meetings, county commission meetings, Community Development District meetings and maintain contact with elected officials and agency staff.</li> <li>15. Coordinate with Development &amp; Regulatory Affairs team and manage turnover of completed improvements to final Owner (HOA, POA, CDD).</li> <li>16. Asset-manage land and improvements to minimize carry cost and risk exposure to the Company.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in architecture or construction management preferred.</li> <li>• Willing to substitute degree for applicable job related experience.</li> <li>• 4+ years in construction management or development-orientated project management preferred.</li> </ul>

<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Flexibility managing diverse activities and multiple projects.</li> <li>• Financially aware.</li> <li>• Schedule conscience.</li> <li>• Good communication and interpersonal skills.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to travel.</li> <li>• Ability to stand/walk for extended periods of time (up to 8 hours).</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal office environment, with occasional travel to other locations, including construction jobsites.</li> </ul>

*The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.*