

**Project Manager
Home Performance Division
Portland
Job Description
June 25, 2015**

The HP Project Manager is responsible for working with various Home Performance Salespeople and Auditors, managing their client projects throughout the duration of the work. The HP Project Manager coordinates and manages the work of Home Performance Carpenters, Insulators, and Weatherization Installers.

The HP Project Manager reports to the HP / Solar Production Manager who reports to the General Manager of the Home Performance Division. However, this position requires self-direction for the majority of day-to-day activities.

The HP Project Manager is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes.

Primary Responsibilities

The primary functions of this position include, but are not limited to the following:

1. Serving as the team captain for his/her production team providing a leadership role within the team;
2. Providing initial and ongoing training for new and existing team members. This includes communicating expectations and established company standards with Salespeople, Carpenters, Insulators, and Weatherization Installers;
3. Participating in the team estimating process, both formal and informal; with the HP Project Manager's first priority being established clients rather than prospective clients;
4. Reviewing the specifications and the cost breakdowns of new projects, preparing questions and / or a list of additional information needed prior to the pre-start conference;
5. Organizing the pre-start conference;
6. Assuming responsibility for approval of final job costs;
7. Preparing the project for production following the pre-start conference. This includes, but is not limited to: obtaining a notice to proceed from Neil Kelly Company, ordering materials, negotiating with tradecontractors, creating job information packets for all those who require them, obtaining permits, confirming materials are tested as required,

scheduling labor, updating the labor board, and maintaining appropriate communication with the Salesperson and the client;

8. Maintaining communication with the client throughout the project, either by personal contact from frequent jobsite visits, by telephone, through written messages, or a combination of the above methods;
9. Being responsible for on-site project layout for tradecontractors and craftspeople;
10. Keeping the job-cost comparison budget record, monitoring all costs during the course of the project, preparing budget updates for team members, and taking necessary steps to keep the project within budget;
11. Compiling billings and collecting any progress payments;
12. Cooperate with Salesperson teammate in completing routine change orders;
13. Monitoring and approving all requests for payments related to the project: approving payments to tradecontractors, approving all time cards for time to be charged to the project by Neil Kelly Company employees, and approving all material invoices which are charged to the project;
14. Meeting with the Salesperson, client, and other critical members of the team prior to the completion of the project to prepare a "pre-completion" detail list. Arranging for completion of the list as quickly as possible;
15. Making sure final inspections have taken place;
16. Managing the Carpenters, Insulators, Weatherization Installers, and others on his /her team which includes, but is not limited to: participating in hiring, coaching, reviewing, scheduling, and dismissing. This involves completing written documentation for all personnel management decisions;
17. Participating in dispute resolution including, but not limited to: client, tradecontractor, vendor or supplier issues or concerns;
18. Building and maintaining client relationships with respect to service and continuity issues;
19. Other functions include: conducting quarterly safety inspections for team members which includes visual inspection of tools and vehicles and completion of related paperwork, attendance at regular team meetings and other company meetings, participation in various training events;

20. Other duties as they may arise.

A team model of Client, Salesperson, Auditor, Carpenter, Insulator, Weatherization Installer, and HP Project Manager is to be stressed, used, and capitalized upon whenever possible. Company management is to remain in a support capacity and to remain outside the project until and unless involvement is requested or required.

Quality control, profit, service, dispute resolution, and client satisfaction remain the responsibility of both the Salesperson and the HP Project Manager throughout the life of the project warranty.

General Requirements

The HP Project Manager works on a wide variety of jobsites many of which may have uneven and differing ground surfaces. The duties of the HP Project Manager will require a variety of physical activities including walking, climbing, sitting, standing, crawling, stooping, squatting, pushing, pulling, occasionally lifting up to 50 pounds with necessary accommodation (not a requirement for those who cannot lift that amount with accommodation), and visual inspecting. The HP Project Manager will be required to use a computer and calculator, write and communicate in English, use a telephone and other office equipment.

The HP Project Manager is expected to attend all of the following meetings, keeping in mind that this list is not all-inclusive: twice monthly HP Team Meeting, regular monthly Project Managers' Meeting, general location staff meetings.

Regular travel between offices and to jobsites is also required. He /she will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office and during the work day (a vehicle which has the capacity to transport some items would be helpful) in order to perform the required duties of this position. The company encourages the use of a Neil Kelly sign on this vehicle and will provide compensation for this sign when Project Managers participate in our vehicle program.

The HP Project Manager is expected to attend occasional educational programs provided by the company as deemed necessary by management. The Project Manager is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to our community, the Neil Kelly Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step and is a registered and certified B Corporation. It is expected that company employees will use these adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management.

The position requires a combination of education and / or experience that provides knowledge in housing, construction, architectural design, cost estimating, construction specification writing, work with clients, and team leadership.

Skills necessary for this position include: operating a computer; effective oral and written communication in English; problem solving; dealing effectively with people who may be upset; managing complex projects with limited supervision and guidance; development of short and long-range work programs, including skill in making adjustments to assist in completing the project; planning, assigning, coordinating, and evaluating the work of employees and tradecontractors.

This person must have the ability to deliver projects within the approved time schedule and budget and the ability to establish and maintain effective working relationships with other employees, clients, tradecontractors, vendors, dealers, and the general public.