



Job Title: Project Manager, Development

Location: Dallas, Texas

Company

Leon Capital Group (LCG) is a private investment firm with over \$7 billion in assets. LCG has been one of the nation's most active private real estate investment firms over the last decade. As a company that is capital strong and performance-driven, we have the ability to capitalize on opportunities that most investors do not see. We are entrepreneurs and creative problem-solvers with a proven track record of closing deals and transforming assets quickly and effectively, so that the investment capital is put to work.

Our team of professionals draws on exceptional industry relationships and knowledge of the national and local real estate market to deliver high yield returns across a wide variety of projects and alternative investments.

Primary Responsibilities:

The Project Manager will report to the Managing Director, Design and Construction for LCG, be responsible on a project level to the Development Partner and serve the following duties:

Manage all projects under development in the region to ensure projects are completed on schedule, on budget, lien and lawsuit free, safely, at the quality contemplated in design and in accordance with the construction contract.

Work closely with Development Partner and assist in the evaluation of new development and acquisitions projects.

Review and advise on new development design, construction feasibility and cost.

Coordinate with design consultants in the preparation of concept, schematic, development, and construction documents.

Coordinate with general contractors in the preparation of construction cost estimates for new development projects, including subcontractor selection.

Coordinate all owner responsibilities during the construction phase of the project.

Provide weekly updates to the Development Partner for each project under construction regarding project cost, schedule, quality subcontractor or manpower reductions possible subcontractor disputes and any other pertinent information.

Report monthly on project costs, schedules, budget, quality, legal issues and lien releases to Managing Director, Regional Director, and implementation team.

Review and maintain up-to-date logs for all requests for information (“RFI’s”), submittals and substitution requests and responses and communicate with the senior Vice President of development concerning any potential cost, schedule and quality or design implications.

Review all field orders. The Project Manager shall have approval authority for any field order expected to have a change order proposal cost less than \$10,000. The Development Partner shall approve all field orders more than this amount.

Review and maintain up-to-date logs for all change order proposals and provide a timely, written overview and recommendation of each to senior Vice President of development. The Project Manager shall have approval authority for all change order proposals less than \$10,000. The Development Partner shall approve all change order proposals more than this amount. Additionally, the Development Partner shall approve all change order proposals once 75% of the project contingency budget has been spent as well as all change order proposals that affect the schedule.

Verify monthly application for payment through review of the schedule of values, completion percentages and approved change orders during the last week of each month.

The Project Manager also reviews all general contractor and subcontractor conditional lien releases for this pay period and all unconditional releases one month in arrears. The Development Manager checks all subcontractor and supplier invoices as furnished by the general contractor for correct job, accuracy and percent done based on percent complete drawn by general contractor in draw.

Maintain construction document files in accord with the LCG construction document filing system.

Assist, as necessary, on all building exterior, common area and unit interior punch walks. The Project Manager will work with the Asset Management Team to develop and coordinate inspection schedules.

Upon completion of each project, the Project Manager will ensure the general contractor provides complete closeout documents, as stipulated in the construction contract.

Participate with the management company, if necessary, to ensure warranty work is carried out by general contractor and subcontractors and assist in one-year warranty walk.

Be available for special projects, as requested by the MD and RD.

Maintains and prepares weekly QA/QC reports for the OAC meeting and monthly reporting requirements.

Maintains and prepares weekly Closeout reports (Work/Punch List) for the OAC meeting and monthly reporting requirements.

Works with the Owners Inspection agency and/or third-party inspection and tracks all quality issues and logs. (ADA, FHA, Waterproofing, Sound, etc)

Monitors quality control and insures that construction is in accordance with contract documents.

Qualifications

Ability to accurately read and interpret design and construction documents (drawings and specifications).

Ability to write and speak clearly and effectively to all levels of employees, both individually and in large groups.

Possess a working understanding of model contract documents such as the AIA set of contract documents
Knowledge of construction methods and construction codes with the ability to interpret intent of Owner Project Specifications.

Possess a thorough understanding of Project Safety, Project Management, Building Design and Construction, Critical Path Methodology (CPM) Scheduling, Building Cost Modeling.

Proficiency in the following software programs: Adobe Acrobat Pro, Microsoft Office Suite and Microsoft Project.

Experience managing and controlling construction project documents.

Experience in subcontractor, manufacturer, and vendor management.

Communication:

Facilitates team and client meetings effectively.

Effectively communicates relevant project information to superiors.

Delivers engaging, informative, well-organized presentations.

Resolves and/or escalates issues in a timely fashion.

Understands how to communicate difficult/sensitive information tactfully.

Education and Experience Requirements:

Bachelor's Degree in Engineering, Architectural or Construction preferred.

Proficiency in various computer design and project scheduling software's.

Job Type: Full-time