

Position: Project Manager - Interior Construction

Office Location: Washington, DC

Reports to: Director of Construction

Objective

The Tower Companies strives to be a leader in the Washington D.C. real estate industry, by developing and managing high performance properties, while striving to incorporate sustainable and innovative practices. Tower is seeking an experienced and motivated Project Manager to join our Department of Construction. The Interior Construction Project Manager (PM) will report to the Director of Construction. The PM will work closely with our internal teams (i.e. Engineering, Property Management, Sustainability, Leasing, Legal, and Accounting) along with our consultant teams to ensure projects are completed on time, within budget, and to the highest quality standards.

The Interior Construction Project Manager, in collaboration with the Construction Team, will be responsible for overseeing and managing all aspects of Tower's construction projects including renovations, capital improvements, and new construction. Tower's construction projects are located in Washington, DC, Rockville, MD, and Silver Spring, MD. Initially, the PM will work primarily on interior construction projects in Washington, DC; however, the PM could be responsible for projects throughout Tower's portfolio.

Job Responsibilities:

The Interior Construction Project Manager's responsibilities include but are not limited to the following:

- Act as the primary point of contact and communicate effectively with stakeholders, contractors, architects, engineers, and other consultants during all phases of the project life cycle.
- Develop and maintain excellent client relationship.
- Develop and maintain budgets for projects and assist with creating proformas.
- Carefully review and vet budgets, proposals, and change orders.
- Manage the building permit, bidding, and RFP process for projects.
- Review contract documents including plans and specifications, applicable submittals, shop drawings, and RFI's.
- Regularly walk job sites to ensure construction is occurring per plans and specs. Provide regular project status reports to the Director of Construction.
- Develop and manage overall project schedule, including key milestones for leasing, design, and construction phases. Review contractor and consultant schedules to ensure they are meeting project goals and staying within the overall project timeline.

- In conjunction with the contractors, actively monitor material and equipment procurement logs, investigate lead time issues and proactively implement corrective actions. The PM is expected to consistently follow up with contractors and vendors to ensure that supply chain issues do not impact the projects.
- Manage third party quality control process between consultants and contractors.
- Prepare agendas and meeting materials, lead meetings, develop and maintain project budgets and timelines as required to ensure overall project objectives and both internal and external client needs are met.
- Ensure building policies and procedures are being followed by all contractors and consultants while working on site.
- Coordinate with Property Management on project impacts to properties, buildings and residents/tenants.
- Manage the procurement, receipt and placement of FF&E items associated with projects.
- Participate in the development of the project punch lists and manage follow-through to completion.
- Coordinate with the sustainability department to assist in the processes required for sustainable projects, including future guidelines that may be established.
- Provide at the minimum weekly updates to ownership about projects and provide timely responses to questions about project statuses.

Position Requirements:

- Bachelor degree in related industry (i.e. Construction Management, Architecture, Structural Engineering, etc.) with 7+ years work experience, or 10+ years relevant work experience as a Construction Project Manager.
- Strong knowledge and experience in interior construction in the D.C. area, i.e. high-end spec suites, conferences centers, etc.
- Strong knowledge of construction, architecture, and engineering terminology.
- Strong knowledge of construction means and methods.
- Knowledge of real estate industry is a plus.
- Strong interpersonal skills with the ability to interact with executive level internal and external clients.
- Experience in direct client management. PM is expected to effectively communicate with the clients/tenants as part of developing and maintaining an excellent client experience and relationship.
- Ability to read and understand construction drawings and product/material specifications.
- Ability to be flexible, proactive, highly motivated and have strong organizational skills.
- Outstanding problem solving and analytical skills with attention to detail.
- Ability to prioritize projects to meet multiple deadlines in a fast-paced, team-oriented environment.
- Familiar with LEED, FitWel and other sustainability practices.
- Familiar with Critical Path Method scheduling.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (Word, Excel, Office PowerPoint). Knowledge of, Revu Bluebeam, Procore, AutoCAD etc. is a plus.

- Frequent site visits and meetings at properties located in Montgomery County, MD and Washington, DC will be required.
- **Position will require work primarily in our Washington, DC office.**

Candidate must be fully vaccinated against COVID-19 (including Booster vaccine) and willing to work in-office at satellite offices in downtown Washington, DC at least four (4) days per week and occasionally at our Headquarters office in Rockville, MD, with the option to work remotely for one (1) day per week. Candidate must submit to pre-employment screening including background check, credit check and drug test.

The Tower Companies and its affiliates are equal opportunity employers and offer a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.

No phone calls, please.

About The Tower Companies

For three generations, the family-owned Tower Companies has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies built Blair Towns, the first LEED certified residential community in country. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.