

AAREP JOB BANK SUBMITTAL

Submitted By: Dawn C. Marcus
Communications Manager
Hines
555 13th Street, NW
Washington, DC 20004
Phone: 202-347-6337
Fax: 202-347-2802

Company: Hines
www.hines.com

Position: Construction Manager/Assistant Construction Manager
Washington, DC

Purpose

To manage and act as Owner's representative on one or more projects undertaken by the Hines Washington office, including all activities associated with the design and construction of the project, insuring adherence to the project schedule, budget, lender and/or ownership (partner) requirements.

Job Functions:

Essential Functions

Manages the design and construction process of the project for the Owner with the goal of moving the project to a successful conclusion.

Oversees the management of the consultants engaged in the design of the project.

Manages general construction activity, monitors and reviews contractors' work as to budget and schedule, plus direct activities of architects/engineers and informs development group and/or ownership of construction status.

Prepares cost estimates, budget updates, change order reports, reviews working drawings, administers change order procedures and contractor progress payments.

Supports the Vice President, Construction in reporting responsibilities.

Maintains and monitors the progress of punchlist, controls documentation and historical data regarding construction.

Assists Owner and/or tenants in space planning, budget preparation, material selection, cost estimating, contract and cost monitoring and insures Owner and/or tenants are aware of their responsibilities or obligations.

Acts as a team member with all Hines staff.

Complies with all Hines policies and procedures.

Provides support in the implementation of local employment and contracting requirements for the Project.

Other Functions:

Coordinates construction activity with Hines Project Management, Hines Accounting, and Hines Property Management and provide organized documentation at project completion. Also coordinates construction activity with developers, partners, and District of Columbia representatives.

Maintains a positive relationship with the owner, lender, city and state authorities and tenants.

Ensures compliance with all applicable laws and codes, and Hines standards.

Encourages a safe working environment and reviews with the General Contractor all required OSHA and Worker's Compensation safety and accident reports.

Assists in preparation and monitoring of the project budget plus capital improvement project projections.

Maintains ethical, professional, and courteous relations with contractors and subcontractors.

Interfaces with Hines Conceptual Construction group, assists in drawing and specification preparation plus review pricing and consultant/construction contracts.

Maintains drawings, specifications, submittals, shop drawings, project files, city and/or state permits, testing reports and occupancy documentation plus update the contract documents as required.

Performs other duties as assigned by the Project Officer and/or the Project Manager.

Requirements:

Essential Physical Abilities

Ability to visually inspect buildings.

Ability to climb up and down stairs, ride temporary construction hoists, perform punchlists and emergency procedures.

Ability to detect emergency alarms - auditory and/or visual.

Ability to meet highest attendance requirements. Weekend and overtime attendance will be required.

Essential Knowledge and Skills

Ability to manage cost.

Knowledge of critical path scheduling and execution.

Ability to cause contractors to produce the level of quality dictated by the contract documents or, in the event they do not, knows required actions to attain this level of quality.

Ability to read and interpret detailed construction drawings and specifications

Ability to mediate disputes and interpret the intent of the contract documents.

Maintains calm demeanor in emergency situations.

Applies principles of rational systems to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.

Interprets a variety of instructions furnished in written, oral, diagrammatic or schedule forms.

Excellent communication skills, both verbal and written.

Excellent computer skills in scheduling and MS Office (Excel, Word, PowerPoint).

Experience

Experience as a Construction Manager or Contractor's Project Manager on large, complex projects.

At least eight (8) years experience.

LEED Accredited Professional is a plus.

Education

Bachelor's Degree in Engineering, Construction Science, Construction Management and/or Architecture from an accredited university or lacking such degree, extensive experience in general contracting or construction management.

Working Environment

Indoors - 85%

Outdoors -15%

Submit Cover Letter and Resume to:

Dawn C. Marcus
Communications Manager
Hines
555 13th Street, NW
Suite 1020 East
Washington, DC 20004
Email: dawn_marcus@hines.com
Fax: (202) 347-2802