



TEAM GOALS AND RESPONSIBILITIES

The Commercial Leasing and Construction Team is a team of leaders, collaborators and decision makers that improve the value of the buildings through strategic lease negotiations, innovative space design and buildout, and exceptional tenant relationships. Responsibilities of this team include Brand Management, Business Development, Government Relations, Capital Planning, Revenue Planning, Lease Administration, Brokerage and Construction Management. This team is responsible for almost all revenue coming into the ULI Properties, LLC (ULIP) and other non-residential properties managed by Urban Land Interests, LLC. The team’s primary objective is to improve the value of ULI’s commercial portfolio by negotiating and executing favorable lease terms, maintaining long term tenant relationships, and effectively managing construction projects and costs to deliver Class A designs while maintaining fiscally responsible budgets. Most of this team’s responsibilities focus on the work needed prior to commercial tenant move-ins.

Job Title:	Construction Project Manager
Department/Location:	Commercial Leasing and Construction
Reports to:	Senior Construction Manager
Position Supervises:	n/a
Fair Labor Standards Act (FLSA) Status:	Salary
Employment Status:	Full Time
Revision Date:	04/01/2022

VISION

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

PEOPLE-FOCUSED CORE VALUES

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.
- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees and our communities.
- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately held company responsible for long term management of our properties.

MISSION

Urban Land Interests manages, operates and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.



JOB SUMMARY

This position is responsible for the successful coordination and delivery of numerous tenant improvement and capital projects as part of the ULI Leasing and Construction team. The role involves managing unique and complex design and construction-related projects, Class A commercial renovation projects, and projects involving complex technological and large-scale building systems, while frequently operating within occupied facilities. The position is responsible for overseeing and managing all phases of capital improvement and renovation projects, including but not limited to defining project scope, coordination of in-house teams, oversight and development of the design and construction documents, creation of the project budget, schedule, logistics plans, management of design and documentation phases including gathering and coordination of all program requirements for specialty consultants and in-house subject matter experts. This position is accountable for obtaining all necessary permits and overseeing the design, construction, FF&E installation plus closeout process for each project. The Construction Project Manager is also accountable for adherence to the approved budget and schedule for each project.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Leadership
 - Intentional management of buildouts for tenants including but not limited to selection of vendors, material procurement, aesthetics, program design, installation, and commissioning (furniture, construction, technology)
 - Assemble all required consulting partners and internal resources to establish the project scope and design
 - Establish and set expectations for quality, including standards for accountability, task execution, record keeping and internal/external communication
 - Provide oversight and direction regarding the project and execution
 - Coordinate the architectural development and technology (AV, IT, Fob Access, Security Systems) to ensure integration and synergy of all components and building systems
 - Build strategic relationships by through demonstration of effective team skills, diplomacy across varied personalities and exude a positive, optimistic influence
 - Represent the company in a highly professional manner with all Federal, State and Local Authorities having jurisdiction over a project to obtain necessary approvals and permits for the projects
 - Lead a high-performance group of in-house and external professionals by promoting teamwork, focusing on the vision and mission of the project, team member development, and evaluating and recognizing superior performance
 - Work in a dynamic environment and possess the ability to adjust to changing requirements on a regular basis
- Business Administration/Financial:
 - Negotiate, execute, and maintain design and construction contracts. Ensure obligations are executed and contractual relationships are complete
 - Direct the RFP process as required in adherence to tenants contracting guidelines while sourcing and vetting qualified design and construction professionals
 - Collaborate with designers, contractors, and other team members to establish proper project budget, scope, and schedule



- Administer day-to-day project capital and TI budgets (project descriptions, drawings and specifications, budgets, schedules, contracts, RFPs, submittals, ASKs, RFIs, invoices, pay applications, budget tracking, change orders, pay applications, tenant bill backs), including owning Yardi Job Cost and updates to project costs and projections. Partner with Accounting and Leasing Associates as needed
Participate in the continued development of ULI's building standard specifications and best practices
- Relations
 - Responsible for engaging in positive and confident relationships with owners and tenants, as well as architects, designers, property managers, consultants, and subcontractors
 - Partner with the Leasing Associates and Tenants to amend/negotiate budget overages and schedule delays
 - Remain steadfast to deliver quality customer service for tenants, vendors, and internal personnel to ensure successful delivery of project management services, tenant goals, and objectives are established and achieved, project action plans are implemented, appropriately respond to all tenant needs, and generally act as a trusted advisor for comprehensive real estate functions
 - Demonstrated ability to work in a fast-paced environment and deliver unique projects on time and within budget. Extreme attention to detail and the privacy of the occupants while keeping overall goals in mind
- Design and Construction:
 - Manage projects within the terms of the negotiated lease contract
 - Balance design development to the realities of operational requirements, scheduling deadlines and budget restrictions
 - Knowledge of fit planning creation through various tools and programs
- Supervisory Responsibilities:
 - Accountable for the direct oversight and management of the complete Project Team, including Architects, Engineers, Consultants, Designers, General Contractors, FF&E installations, Technology and Security Systems
 - May oversee daily work activities of employees, contract staff and/or vendors but does not directly manage employees
- Budget Responsibilities:
 - Provide budget assumptions, scope and coordination of plans related to the negotiation process
 - Responsible for development and adherence of project budgets from inception through completion of each project
 - Assess change requests, make recommendations, secure tenant approvals, and oversee change orders to determine impacts to scope of project

JOB KNOWLEDGE, SKILLS & ABILITIES

- Strong project management, program development, goal management and record-keeping skills



- Thorough understanding of the design and construction standards, including legal issues and contractual methods
- Demonstrated ability to read, understand and communicate construction drawings, details, and specifications
- Advanced communication abilities for varied situations (e.g., public speaking, coaching, listening, interpreting, advocating, negotiating, etc.)
- Ability to maintain productive relationships with service-oriented mindset
- Ability to effectively react to and manage unforeseen schedule impacts and situations
- Self-motivated with ability to navigate competing priorities
- Strong organizational and tracking mechanisms
- Proficient working knowledge of accounting and financial reporting, budgeting, scheduling, and processes as they relate to corporate real estate, design and construction
- Strong leadership and organizational skills with a proven ability to effectively influence others and resolve tenant, project, and technical issues
- Demonstrated knowledge of tenant relations, design, construction, and FF&E process
- Highly organized with strong analytical skills

EDUCATION/CERTIFICATION/LICENSURE

- Bachelor's Degree is required, preferably in Real Estate, Project Management, Engineering, Construction, or related studies
- Current PMP certification is preferred

EXPERIENCE

- Approximately ten (10) years in corporate real estate, design, and construction management experience in new and old buildings with mixed use
- Minimum five (5) years' experience directly managing projects with a construction cost exceeding \$1M.
- Broad range of project experience and proven track record of exceeding performance objectives; hands-on understanding of the design and construction functions as well as general property management operations
- Knowledge and understanding of OSHA regulations, ADA requirements, current building codes and contract documents
- Proficient in Microsoft Office Suite and AutoCAD

WORKING CONDITIONS

- This position will require going onsite to perform inspections. This includes the physical ability to work from heights and/or in confined spaces; ability to climb and work from ladders
- Frequently required to stand; walk; sit; talk; hear; use hands/manual dexterity, and fingers to handle or touch/sense, and reach stretch with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, night vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift and/or move up to 10 pounds and occasionally lift/move up to 50 pounds.
- Ability to read and understand information and ideas presented orally and in writing
- Ability to clearly communicate information and ideas in writing and orally so others will understand.
- May be required to climb or balance, crouch, squat, kneel, stoop or crawl.
- Must remain on call to address delays, emergencies, or other issues.



PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
Standing			x	
Walking			x	
Sitting			x	
Lifting		x		
Carrying			x	
Pushing		x		
Pulling		x		
Climbing		x		
Balancing		x		
Stooping		x		
Kneeling		x		
Crawling		x		
Reaching		x		
Handling		x		
Speaking			x	
Hearing				x
Seeing				x
Color Vision				x
Depth Perception				x

I have read the above job description and acknowledge my understanding of the duties and responsibilities set forth herein.

Employee Name (please print): _____

Employee Signature: _____ Date: _____