

Position: Project Manager	Department: Home Office	Supervisor: VP, Development
Job Titles Supervised: N/A	Date: January 18, 2017	FLSA: Salaried (Exempt)

Overview:

The Project Manager’s (PM) primary duty is to oversee the safe and efficient execution of small and mid-sized development projects, ensuring that they are executed on time, on budget and to a quality consistent with the standards expected by Olympia and its clients, partners and franchisors.

This employee must display effective listening and communication skills, initiative, ability to work independently and in teams, and lead by example. He/she must be able to exercise good judgment and discretion, display effective problem solving skills, and provide excellent customer service. Additionally, he/she must have the ability to multi-task, maintain composure under pressure, and display a high level of professionalism, integrity, and follow through.

Additional Information:

In order to apply for this position, you must be legally authorized to work in the United States. Upon hire you must complete the I-9 form within the first 3 days of employment.

We expect our employees to approach their work with passion, enthusiasm, and attention to customer satisfaction. We also expect our employees to champion, embrace and live the company values: Fun, Accountability, Concern for Others, Continuous Improvement, and Trust. Our values are at the center of everything we do. We use them as guides to make decisions and chart our course on a daily basis.

Essential Functions of the Job:

- *Ability to work a flexible schedule to meet business needs, (i.e. nights, weekends, holidays)*
- *Communicating effectively, both verbally and in writing (i.e. use appropriate language, display proper tone, attitude and body language when communicating)*
- *Ability to understand and follow instructions (verbal and written) as directed by supervisor/manager*
- *Reporting to work on time and ready to begin your shift (being tardy places an unfair burden on the team)*
- **Working Safely** is a condition of employment. All employees must follow the safety policies and procedures
- *Performing the job duties as described. (Reasonable accommodations will be considered in accommodating disabilities. If you believe you need an accommodation, please speak with your supervisor, General Manager, or Human Resources.)*
- *Ability to travel to project sites. (i.e., reliable transportation)*
- *Possession of a working smartphone with voice and data plan (a flat rate reimbursement of this is included in the salary structure for all home office employees).*

Expectations of all Employees:

- Be polite, courteous and helpful to all guests and coworkers, displaying a positive “can do” attitude while maintaining a high level of professionalism consistent with the company values
- Comply with all policies and procedures, i.e. Employee Handbook, Conduct Policy, Safety Policy, etc.
- Comply with privacy standards
- Report to your supervisor or the MOD, ***immediately, all injuries*** occurring while on duty, *no matter how minor*. (Fraud, Dishonesty and False Statements regarding an injury will result in disciplinary action up to and including termination)
- Arrive to work on time (follow call-out policy), and in appropriate work attire, neat in appearance
- Complete work in a timely manner and meets productivity standards/expectations
- Keep work area clean, neat, and well organized
- Demonstrate a team behavior and attitude of working together to accomplish tasks (even if outside specific job duties)
- Act as a safety and security agent by identifying and reporting potential risks to guests and/or employees to the Manager or General Manager

Project Duties and Responsibilities

Project manage small and mid-sized development projects (typically less than \$4,000,000). The PM may be managing more than one of these projects at the same time. In doing so, the PM shall be responsible for some or all of the following:

- Budgets and Finance
 - Prepare and update project budgets.
 - Calculate take-off's for finish materials or other furniture, fixtures or equipment required by projects.
 - Update the VP of Development, CEO and CFO as to changes to the project budget on a regular basis.
 - Receive, code and approve project invoices and pay applications before submitting to the Accounting team for payment.
 - Liaise with the Accounting Dept on payment timelines and coordinate with vendors.
 - At the completion of projects, the PM is responsible for preparing and submitting to the Accounting team a final project budget along with any outstanding invoices for development fees.
- Design
 - Understand the project design requirements as determined by Franchise guidelines, tenant leases, or other contractual commitments. Liaise with the VP of Development and CEO on the development of the project design.
 - Manage design team in preparing and updating all design documents.
 - If an external design team is not used on a given project, it is the responsibility of the PM to create and maintain all necessary design documents.
 - Prepare and submit project designs to Franchisors, partners, tenants or other stakeholder for review and approval. Prepare and submit waivers for deviation from design standards where applicable.
 - Manage the design team in value-engineering exercises where necessary.
- Contracting and Purchasing
 - Select and contract with design and engineering professionals who are qualified to execute the project design.
 - Select and contract with purchasing agents (when required) that are qualified to purchase FF&E / OS&E for the project.
 - Work with external purchasing agents to ensure that goods are purchased within budget and in a timely manner.
 - Ensure that purchase orders and invoices are processed on schedule.
 - Where necessary, contract directly with suppliers to procure goods and services required for the project.
 - Prepare competitive bid packages for construction contractors and subcontractors
 - Review bids and award contracts.
 - Collect necessary insurance and W-9 documentation from consultants, suppliers, contractors and subcontractors.
- Construction Management
 - Where necessary, obtain any necessary building permits or other entitlements for the project.
 - Supervise contractors on site.
 - Ensure that the project is executed per the agreed budget and schedule.
 - When project budget or schedule is at risk, develop and suggest solutions for recovery to the project stakeholders.
 - Report to internal and external clients on project budget and schedule.
 - Manage projects to successful completion on schedule and within budget.
 - Liaise with Hotel Management and/or building operations personnel to minimize disruption to the normal operation of the facility.
 - Coordinate activities of on-site contractors, ensuring compliance with the design and specification documents and with their contractual obligations.

- Review and comment on RFI's, shop drawings and submittals, and, manage the design and procurement professionals to ensure timely review and approval of RFI's, shop drawings and submittals.
- Manage warehouse and deliveries of materials to the jobsite.
- Inspect goods as they are received to ensure that they are free from defects. Resolve warranty and freight claims with the purchasing agent and suppliers.
- Manage installation of FF&E and other owner-purchased materials.
- Where necessary, ensure that all inspections by local, state and federal building officials are conducted in conformance with the project schedule.
- Project Handover
 - Inspect the completed project and create punch lists for contractors and vendors.
 - Manage contractors and vendors in the satisfactory execution of punch list work.
 - Ensure that the hotel management and building operations personnel receive copies of as-builts and Operations and Maintenance Manuals from contractors and vendors. Ensure that they receive copies of any waiver and other concessions granted by franchisors or other stakeholders.
 - Assist the hotel management and building operations personnel in addressing any warranty claims that arise during the warranty period for the project.
- Document Control
 - Receive, file and update Design and Construction documents for ongoing projects.
 - Ensure that all project documents are being filed in line with Document Control procedures.

In addition to managing their own projects, the PM shall assist colleagues where necessary in execution of other, sometimes larger, development projects. Their role on these projects shall be to support the project team in one or more of the project duties described above.

From time to time, the PM shall be asked to support the hotel management and building operations teams in resolution of a procurement, facilities, design or construction issue. The PM shall support these colleagues to their successful resolution of the issue.

Administrative Duties and Responsibilities:

- Submit timely expense reports with receipts
- Arrange their own travel.
- Duties as assigned by the Vice President of Development.

Skills Required:

- High aptitude in working with numbers and able to efficiently use a calculator.
- Strong office and computer skills in Microsoft Excel, Word, Powerpoint, pdf-editing software and E-mail. AutoCAD experience is preferred but not required.
- Effective problem solving skills.
- Ability to appropriately handle confidential and sensitive information.
- Communicate professionally and exercise good judgment and discretion.
- Ability to read and prepare project budgets and schedules.
- Understand basic principles of design and construction.
- Ability to act as an agent for the company or one of its affiliates and behave in a fiscally responsible manner.
- Ability to understand local, state and federal code requirements and ensure compliance with the same.
- Ability to read and understand construction drawings and specifications.
- Ability to do material take-off's from construction documents.
- Ability to work efficiently and independently.
- Ability to quickly learn and leverage information technology to best use.
- Ability to work remote from the home office and maintain effective communication links with the project team and colleagues.
- Ability to work in manner consistent with the company's values: Fun, Concern for Others, Trust, Accountability and Continuous Improvement.

Experience / Education:

- Bachelor's Degree in Construction Management, Architecture or related field.
- At least 5 years prior experience in Design, Construction, Real Estate Development or Asset Management.

Performance Measurement:

- 90 Day probationary review, on-going feedback from supervisor, attendance, productivity, feedback from others.

Physical Demands:

Much of the work is performed in an office environment. Sitting, computer keying, working at a desk, viewing spreadsheets and other written or displayed numbers and words for extended portions of the day are required. Extended workdays may be required to accomplish tasks and meet workload demands during peak periods. At times, the position can be physically demanding and requires extended periods of walking, standing, bending, kneeling, climbing ladders and lifting up to 65 pounds. Travel to project locations will be required, including overnight stays. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgement:

I have received a copy of this job description, have read and understand it and will complete all assigned duties and responsibilities I understand that if I need a reasonable accommodation to perform these job duties, I am to speak with my manager or Human Resources. I recognize that the company reserves the right to modify this job description and that I will be informed of modifications prior to their effective date.

Manager**Date**

Employee Signature**Date**