



sineathconstruction.com

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FIELD MANAGER JOB DESCRIPTION

Definition: A Field Manager is a person who is assigned to manage one or more projects from start to completion representing the general contractor. Field Managers are expected to positively represent the company at all times. Appearance and customer interaction will be critical for success.

A field manager is expected to complete assigned projects on time and budget.

They are expected to manage and inspect every aspect of assigned projects. Including but not limited to, company personnel, subcontractors, vendors/suppliers, building inspections, community ARB representatives, etc, and to keep the clients informed regarding the projects.

Building codes dictate where certain materials can be used. A field manager must know these regulations as well as be able to use the code book to ensure all aspects of the project meet or exceed code. Company policies and practices must be strictly observed and enforced at all times.

A working knowledge of the sequence of construction events is required as well as being able to read blueprints and interact with engineers and architects to answer questions or issues.

Education Requirements: Two year or Four-year college degree is preferred.

Experience Requirements: A minimum of 5 years jobsite management in all phases of residential/commercial construction is required.

Knowledge Requirements: Knowledge of residential construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, and safety.

Proficiency Requirements: Read blueprints, utilize appropriate communication, demonstrate solid leadership, component computer skills including Excel, email and phone skills, keeping subcontractors and vendors updated relating to scheduling and performance, and demonstrate good character and moral decision making.

Interpersonal and Communication Requirements: Must be able to understand verbal and written instructions. Able to clearly explain steps, provide clear direction, and answer questions about construction processes to other employees and subcontractors. Field Managers will be adept at establishing relationships with all parties involved in the construction process and facilitate harmonious working relationships during the project that permit prompt resolution of problems and conflicts as they occur.

Organizational Skills: Field Managers must be able to organize and assign tasks for completion. They will be able to complete and fulfill paperwork required. They will update project schedules daily while understanding the total scope of the projects.

Problem Solving Skills: Field Managers must be able to envision all steps. They must be able to think and act on issues with perspective that represents the company and customer's best interest.

Working Conditions: Most of time spent will be spent working at job sites, but some of the time will be in the office. Driving is required.

- Ensure assigned crews are starting and stopping work on time.
- Ensure projects are kept in a clean and safe work environment.
- Ensure all necessary materials are onsite before needed.
- Ensure all employees and subcontractors meet OSHA and company requirements.
- Except for emergencies all time off is to be scheduled at least 2 weeks in advance.
- Personal calls should be taken during break, lunch, or after hours.

Physical Requirements: Job requires the ability to perform tasks on all areas and aspects of construction projects. Some examples include:

- Ability to climb extension ladders on the steep mountain terrain.
- Ability to work on roofs and other heights.
- Ability to work in crawlspaces and underneath homes or structures.
- Ability to work with tools, lumber and other materials.
- Ability to lift and manipulate objects weighing up to 80 lbs.

Hazards: Field Managers can expect normal hazards associated with construction environment to exist on a daily basis. All OSHA regulations are to be followed at all times without exception. Field Managers are expected to ensure all assigned employees follow all OSHA regulations as well. All employees are expected to immediately stop work and notify their supervisor if any suspect or unsafe condition exists.

Tool Requirements:

- Field Managers are required to carry with them all hand and small tools necessary to complete the assigned daily activities. Examples include, but are not limited to: drills, drill bits, screw drivers, levels, squares, miscellaneous wrenches, skill saw, electric cords, nail pouch, hammer, tape measure, hard hats, safety glasses, and hearing protection.
- Company tools being used on site are expected to be returned to the proper place of storage at the end of everyday or at the completion of the project.

Essential Functions:

- Provide **onsite management** for their projects by:
 1. Proactively meeting all subs and vendors prior to starting work and setting clear expectations about project specifications. Verify all subs/vendors have accurate sub agreements in place prior to starting work.
 2. Actively inspect and manage all work occurring on their projects. Communicate any issues to the PM for potential change orders.
 3. Inspect all completed work and approve payment appropriately.
 - The FM is responsible to verify that any invoice being approved matches their project budget tracker and sub agreement.
 - If invoices don't match sub agreements, then FMs will work with the PM to resolve issues.
 - FM is required to communicate with affected party prior to 'holding' any payment or invoice with no exceptions. FM will document communication and be able to provide upon request. FM will also be responsible to communicate with accounting about the issue and what was communicated.
- **CoConstruct** required responsibilities:
 1. Responsible for updating the project schedule on a daily basis in CoConstruct and communicating in advance to the subcontractors and trades.
 2. Keeping a daily job log in CoConstruct.
 3. Posting photos at a minimum twice a week and preferably more frequently.
 4. Written communication with clients should all be done in CoConstruct.
 5. Use the selection information to verify that accurate selections are installed in the project.
- **Provide client communication:**
 1. Regular onsite meetings
 2. Regular phone communication
 3. Required onsite meetings:
 - Pre-Construction site meeting
 - Electrical walkthrough prior to starting electrical work.
 - Final walkthrough to orient the client with the systems in the project and to create a punchlist of any cosmetic items.
 - Final signoff of project demonstrating any punchlist items are complete prior to occupancy. (Any exceptions must be approved by PM prior to client meeting.)
 4. Warranty walkthrough at the twelve-month checkup.
- Ensure that all company policies and procedures are followed.

- Provide feedback to management to improve company processes and systems.
- Reports to the Production Manager.
 1. Provide accurate information for client changes, issues, goals, etc.
 2. Coordinate time off to ensure projects don't go without management.
- Recruit new subcontractors/vendors and build relationships with existing and new partners.
- Responsible for communicating and hitting a projected completion date.
- Act as lead "client-care officer" through direct contact with every client and partner.
- Foster a success-oriented, accountable environment within the company.
- Represent the firm with clients, investors, and business partners.

Conflict of Interest: All employees are expected to interact on a professional manor with clients and potential clients. Under no circumstance is it acceptable for employees to do side work or non-company business with or for clients of Sineath Construction. All employees are expected to communicate potential clients discovered on Sineath Construction jobsites to management. Any work performed by employees (or businesses in which the employee has a vested interest) that is not for Sineath Construction business, occurring in communities in which Sineath Construction operates business, must be approved in advance by senior management. Any violation of this principle can be considered a conflict of interest that would result in immediate termination. If you are unclear in any situation, please discuss the situation with your manager to avoid a conflict of interest.

No employee should contact, call, email, or solicit clients or customers of Sineath Construction without prior approval from senior management. Any employee that leaves the company for any reason agrees to not engage or communicate with clients or potential clients of Sineath Construction for a period of not less than one year.

I have read and agree to the job description as defined and understand that it can only be changed by written notification form senior management. Failure to comply is grounds for dismissal. Notice or warnings are not required.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____