Small Project & Warranty Manager

Who are you?

You have worked in the construction-focused world and are excited to join one of the most forward-thinking design-build companies on the West Coast.

You believe variety is the spice of life and enjoy taking on new challenges. Your past experiences have given you the confidence to thrive when working alone, as part of a team, leading a crew, or working directly with clients.

You are a strong communicator and enjoy client interactions. You utilize your soft skills to keep clients informed and ease their minds. Your clarity with the team contributes to predictable outcomes and swift solutions to challenges.

You are a person of high integrity and a natural problem solver. You take pride in your knowledge of various trades and skills and are eager to learn as new opportunities arise. You appreciate the effort to choose healthy and durable solutions to construction problems. You are interested and willing to learn more about building science and green building practices. You know your limitations and show keen judgment when it is time to call in a specialist.

**The Role Impact of the Small Project & Warranty Manager:**

As our Small Project & Warranty Manager, you are a vital team member by running multiple small projects through the entire life cycle including estimating, planning, scheduling, organizing, managing the budget and trade partners, and in many cases using your own carpentry and general labor skills to execute the work independently.

Providing top notch customer service is an integral part of this role. This includes thoughtful communication, strong interpersonal skills and a natural ability to interact positively with clients, team members, trade partners, and suppliers.

During the Warranty and Maintenance Phases, you successfully navigate “bags on” work while keeping positive client relations. Your keen eye helps to identify potential issues before they arise, and you can proactively figure out what needs to be done and execute with urgency while making sure the job is well done.

**Areas of Responsibility:**

* Lead and manage multiple small projects, maintenance, and warranty repairs on residential and multi-family projects
* Participate in initial visits and talk over solutions with clients.
* Create and adhere to budgets while either contracting or using our own field staff to perform projects.
* Balance a 50/50 field vs office schedule
* Schedule & fulfill warranty & maintenance work for previous and current clients
* Assist the Commissioning Team in planning to avoid warranty work
* Participate as a Carpenter as needed

**Experience & Qualifications:**

* Minimum 7 years direct experience in the residential construction
* Minimum 1 year supervisory and/or leadership experience in construction
* Good driving record with your own vehicle & insurance- regular travel between job sites is required
* Strong understanding and working knowledge of OSHA regulations as well as state, federal, and local regulations and building codes
* Comprehensive understanding of building materials, methods, and tools
* Multi-faceted skill set in construction.
* Able to read, understand, and work from construction drawing and blueprints.
* Problem solver with a can-do attitude and self-motivated
* Excellent communication skills including verbal, phone, texting, and email
* Proficiency in Microsoft Excel, Word, Smartsheets, Asana, and Procore preferred
* Professional appearance and demeanor
* Ability to work independently with minimal supervision while adhering to timelines and expectations

**Job Type:** Full-time

**Salary:** $28.00 - $42.00 per hour

**Benefits:**

* Health, Dental, & Vision Insurance
* 6 Paid Holidays
* 401(k) matching
* Flexible spending account
* Life, Short & Long-term Disability Insurance
* Generous Paid Time-Off
* Professional development assistance
* 0% Interest Tool Loan

For consideration, please send your cover letter expressing interest and your current resume to:

[hiring@greenhammer.com](mailto:hiring@greenhammer.com), attention: Julie Ferrell