

JOB DESCRIPTION



Job Title: Project Manager
Department: Development
Reports to: Vice President – Development
Direct Reports: None
Date Prepared: August 2017

Job Summary	Under the supervision of the Vice President of Development, The Project Manager shall provide coordination, management and oversight for the day-to-day operations associated with the master planning, design development, construction management and customer turnover process of assigned project. The PM will manage diverse activities as well as multiple projects which may include multi-family residential, non-residential retail/office, community/club amenities, single family housing and residential community master planning.
Essential Functions	<ol style="list-style-type: none"> 1. Prepare budget estimates and analyze project feasibility working with the finance and accounting department. 2. Perform due diligence and research regarding consultants/contractors to fit the needs of a given project. Makes recommendations for consultant selection. Consultants may include land planners, landscape architects, engineers, architects, graphic designers, etc. 3. Preparing a request for fee proposals for design professionals, consultants and contractor services. 4. Negotiates and prepares (working with legal department) construction agreements and professional services agreements. 5. Ensures that area programs, budgets, schedules and narratives are developed for each project and presents program books to approval committee as required. 6. Maintains a master schedule, evaluates resource constraints and makes appropriate recommendations to maximize results of organization and specific projects. 7. Prepares an overall project schedule for each project and coordinates the integration of the key milestones into the overall schedule. 8. Manages the design team, consultant team and construction team of the project on a daily basis to ensure that progress is being made according to the approved schedule and budget and that coordination/communication occurs between all disciplines. 9. Ensures that the aesthetics and costs are in line with the expectations of the company and within the guidelines of senior management’s direction. 10. Prepares materials and presentations for specific projects to multiple audiences, both internal and external. 11. Works with builder partners, sales team and marketing team to ensure product availability meets sales release schedule and ensure coordination/ communication between sales, marketing, and development teams. 12. In coordination with the company’s financial department ensures that project budgets and results are properly presented in the financial statements and related reports. 13. Executes entitlement and permitting strategies for each project, including negotiations, public hearings and presentations. 14. Ensures that building codes, permits and development covenants are adhered to through completion of project. 15. Involved in the management of assistant project managers and project coordinators who are assigned to work on project elements that are under the guidance of PM. 16. Coordinates activities of company support personnel and consultants to implement and complete projects.
Education and Experience	<ul style="list-style-type: none"> • 4-year college degree in engineering, construction management, urban planning, or business is preferred. • May substitute degree for applicable job related experience. • Minimum of 4 years in construction management or development orientated project

	management preferred, particularly in development.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Flexibility managing diverse activities and multiple projects. • Engineering background/knowledge is preferred. • Familiarity with development order and permit approval process. • Financially savvy. • Schedule conscience. • Software programs: AutoCAD, Microsoft Office, NDesign, Adobe
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to travel. • Ability to sit for extended periods of time. • Ability to be outside on construction site.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment, with occasional travel to other offices locations.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.