



**Job Title:** Project Manager (Construction)

**Reports To:** Director of Production / General Manager

**Location:** West Kingston, RI

DAVITT is an award-winning pioneer in the design/build industry with more than four decades of experience. DAVITT has refined innovative and transparent processes to create and restore strikingly beautiful, meticulously crafted homes. Beyond design/build, DAVITT also offers expert solutions for emergency response, property restoration, and insurance appraisals.

DAVITT is seeking a Project Manager to support multiple company divisions. This individual will work as a part of a team to oversee multiple concurrent residential construction projects to ensure projects are on time and within budget. This position will also assist to scope and estimate property damage and replacement costs on insurance projects. This is an ideal position for an organized and detail oriented candidate with a background in construction project management or insurance reconstruction.

**Essential Duties and Responsibilities:**

- Meets regularly with owners, trade contractors, architects, and others to monitor and coordinate all phases of the construction project. Prepares and disseminates meeting agendas to clients prior to meetings.
- Oversees the completion of all construction in accordance with the architect's drawings and specification and prevailing building codes. As required, directs and monitors compliance with building and safety codes and other regulations.
- Produce, submit and track bid packages to subcontractors.
- Produce and submit contracts and change orders for owners and subcontractors.
- Produce and submit permit applications.
- Maintain subcontractor database.
- Approve material invoices for payment based on agreed to pricing with suppliers and ensure proper DAVITT coding is applied.
- Assist in estimating through the use of project management software.
- Work with Director of Production to determine scope and assess damage to property on insurance projects.
- Provide effective compilation of current costs for materials and sub-contractors and effective Scopes of Work on insurance projects.
- Update metrics on historical data in relation to costs of various items in budget.
- Review catalogs, industry publications, directories, and trade journals and conduct research on suppliers, manufacturers and material on the Internet, to determine the reputation and history of the suppliers and trends in materials. Identify and recommend new products and materials.
- Produce warranty books for clients to be presented at end of project.
- Travel to suppliers and manufacturers as required.
- Attend appropriate training and meetings as required

**Requirements and Qualifications:**

- Associates degree in Construction Science, Construction Management, Civil Engineering, Building Technology, or a comparable field of study such as business administration is preferred.



- Five years of related experience in high-end residential construction.
- Experience in Xactimate software is preferred.

**Knowledge/Skills:**

- Demonstrated working technical knowledge of residential construction methods, material and regulations.
- Ability to be flexible and handle multiple tasks under aggressive timelines.
- Familiarity with software programs for scheduling and budget monitoring.
- Ability to work in team environment
- Demonstrated keen negotiating skills.
- Ability to read blue prints and perform scaled measurements when required.
- Working knowledge of Microsoft Office.
- Strong organizational skills.
- Ability to utilize systems, policies and procedures established by the Company.
- Excellent communication and analytical skills.
- Demonstrated planning and quick decision making ability.
- Strong initiative and prudent risk taking.
- Leadership ability.