



Cairn Collaborative, LLC
California License # 1039516
PO Box 13512
San Luis Obispo, CA 93401

Project Manager Position

PROJECT MANAGER

Overview

Cairn Collaborative's Project Manager is the point person between the client, the design team, and the field crew on the jobsite, including the carpentry foreperson and trade partners. The Project Manager is responsible for customer satisfaction; material take-offs and orders; jobsite efficiency, productivity, and supervision (including protection, cleanliness, and safety); supervising and scheduling trade partners and inspections; and according paperwork. The Project Manager needs to have the technical competency of a Lead Carpenter, willingness to wear a tool belt at times, and the managerial skills to actively manage and supervise - in a manner consistent with Cairn's values towards trade partners and team members - all of the different people who work on the jobsite.

Outcomes

- Projects are completed in timely manner to the best of our abilities and allowances;
- Projects are completed on or as close to budget as possible;
- Projects are completed to the clients', the designer/architects', and the company's satisfaction and aligned with Cairn's company values of being industry leaders in planet-responsible construction practices.

Responsibilities

- Maintain a pro-active mentality and ability to think and plan days and weeks ahead. See the forest while appreciating the trees.
- Maintain a good facility with a range of communication methods and devices: text, email, project management software; mobile phone, tablet, laptop; and all appropriate software: Google Drive/Sheets/Docs; PDF Expert; Adobe; Good Notes; Photos.
- Maintain exceptional customer service and consistent communication with all team members;
- Work with Cairn staff to support Project/Client by generating preliminary estimates;
- Work closely with Cairn staff, client, design team, and project supervisors or lead carpenters on all phases of project development to assure there is adequate project documentation in place prior to construction start;
- Work closely with Cairn staff, client, design team, and project supervisors or lead carpenters on all phases of construction to assure adherence to project documentation, budget, and schedule;
- During both project development and construction, develop and maintain project schedules for client decision-making, material ordering, subcontractor coordination, crew scheduling, and construction tasks; participate in and/or leads team meetings with Cairn staff, architects, clients, site leads and subcontractors;
- Produce RFI's, RFP's and change order documents as needed and in a timely fashion;
- Support site foreperson with material procurement and subcontractor and inspection coordination;
- Track and monitor all project costs for comparison to budgets;
- Oversee safety and quality control processes;
- Ensure achievement of agreed-upon building performance standards.

Compensation range: \$75,000 - \$100,000/year depending on capacity to produce to-and-above Outcome standards



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Benefits: Cairn Collaborative offers a unique opportunity. In addition to working with kind, planet-focused coworkers, trade partners, and colleagues around us, we offer:

- Welcoming, educational, and friendly office and jobsite working environments
- Above regional-average wage
- Three weeks paid vacation per year after six months of employment; one week after six months; two weeks after one year
- Health insurance after six months of employment
- 3% IRA contribution package
- Bi-Weekly Direct Deposit
- Flex-time: We understand that life happens outside of work; doctors appointments occur mid-day; and it's important now and again to get a slow start, walk the kids or the dog, hit a dawn patrol, start a weekend early, and be human. As long as work is covered and we are not interrupting or slowing trade partners in their work, we encourage it, and encourage you to encourage others
- Educational allowance (required to use)
- Tool allowance
- Company vehicle or vehicle reimbursement after six months introductory period
- Company tablet
- Individual work station and desk in office with access to office at all times (respectful of other tenants)

Coworker:

Cairn Representative:

Date:

Date:
