

Description.

Job Title: Construction Manager

Department: Development & Construction

Reports to: Senior Vice President of Design & Construction

Office: Washington, DC

Overview.

Monument Realty has an exciting opportunity for a talented professional to join the development team as an entry level Construction Manager, responsible for managing many of the day-to-day activities required for the design, permitting and construction of high-quality real estate development projects. This position will be expected to assist our senior construction team on large construction projects and/or work more autonomously on smaller projects, including office tenant installations. The ideal candidate is self-motivated, detail-oriented with strong initiative, able to effectively communicate with a wide variety of stakeholders, and has proven capabilities in multi-tasking, negotiating, problem solving and prioritizing workloads.

We are looking for Bold, Innovative and Smart people to join our team. If you have ambition and an entrepreneurial spirit to do big things in real estate and are interested in being a part of our talented team, we would love to talk to you.

Responsibilities.

- Assist the acquisitions and development team on establishing a construction budget and schedule at the outset of each project;
- Work with the development managers to ensure that design decisions are consistent with the approved budget and schedule throughout the design process;
- Coordinate preparation of construction cost estimates by general contractor during preliminary design process;
- Evaluate cost information and explore options to minimize construction cost and duration;
- Prepare a detailed analysis of the bids for review by the project team;
- Assist with the preparation and negotiation of construction contracts;
- Work with the design team to finalize a complete and detailed set of construction documents;
- Coordinate the permit approval process with the architect, permit expeditor and general contractor;
- Obtain and track all construction bonds through their release;
- Work with the development managers to ensure that the project comes in on budget and on schedule;
- Attend on-site construction meetings and provide regular reports to the project team on the progress of construction;
- Issue project directives and negotiate change orders;
- Comply with lender and investment partner construction administration procedures;
- Approve general contractor's construction requisitions and obtain lien releases;
- Coordinate preparation and completion of the punch list;

- Coordinate building start-up with Monument Realty's property managers and engineers; and
- Close out construction contract and obtain all O&M manuals and warranties.

Requirements.

- 3 - 5 years of construction (or construction related) experience and a demonstrated ability to perform the duties described above;
- Education and/or background in architecture, engineering or construction is an asset;
- Strong familiarity with construction contract documents and the construction process, including the ability to read, understand and coordinate consultants' drawings and specifications;
- Ability to plan and lead design and project coordination meetings;
- Experience tracking project schedules and budgets, identifying deviations from the business plan, and working closely with the general contractor and project consultants to complete the project on time and on budget;
- Ability to be creative, resourceful, efficient with time and proactive in a fast-paced environment; and
- Must be organized and possess strong analytical, critical thinking and communication skills.

About Us.

Since 1998, Monument Realty's successes have differentiated us in the market—a bold vision, innovative thinking, and a smart approach to addressing the complexities of a fast moving, demanding business. Our portfolio includes commercial office, hotel, retail, and residential projects—many of which have earned industry awards and accolades. Today our portfolio includes more than six million square feet of Class A office space, 4,500 residential units, and several hotel properties with a total market value of nearly \$6 billion. Monument Realty is an equal opportunity employer committed to a diverse workforce. We encourage applicants from all backgrounds.

What We Offer.

Monument Realty offers a fun, collaborative and hands-on environment. There is tremendous opportunity for growth and leadership with a competitive compensation package. If this opportunity sounds like a good fit, please submit your resume to jobs@monumentrealty.com.

We appreciate the interest of all applicants; however, only those selected for further consideration will be contacted. If this role is not the right fit, [sign up to keep in touch](#) and we'll let you know when we have new positions on our team.