

Land Development - Entitlement Manager



WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

The Land Development Entitlement Manager will lead our efforts on numerous projects from due diligence through a fully approved and permitted shovel ready. Responsibilities include coordinating environmental assessments, municipal meetings, engineering, platting, budget validation, creation and maintenance of schedules, manage legal documents recorded over project and development from acquisition through pre-construction meeting. The successful candidate shall have experience in most of the below duties and responsibilities.

The nitty-gritty stuff

- Coordinate with consultants including civil, soil, environmental and traffic engineers as required.
- Ability to present and speak publicly at evening meetings with surrounding neighbors and municipal meetings.
- Create, maintain, update and report schedules from purchase agreement through pre-construction meeting bi-weekly.
- Oversee and coordinate the activities of engineers, consultants, attorneys and trade partners in the development of plans and execution of land development tasks.
- Participate in preliminary site plan development with respect to grading, utilities, storm water, sanitary sewer, amenities and product line.
- Schedule and conduct pre-construction meetings with, municipal agencies, utility companies and other stakeholders.
- Work with local agencies and franchise planners vetting service requirements for the projects.
- Participate in maintaining and updating budgets for all phases of development.
- Negotiate pricing with third party trade partners.
- Review and approve invoices and reconcile against project budgets on a weekly basis.
- Assist in obtaining entitlement approvals
- Assist in conducting due diligence to identify risk potential.
- Work within internal systems to manage invoices, review budgets, review cash flow
- Assist creation and maintenance of project update reports
- Assist creation of legal documents required per project.

WHAT YOU NEED

- Bachelor's degree and/or relevant work experience.
- Strong written and spoken communication skills.
- Proficient in Microsoft Outlook, Word, Excel, Power Point.
- Ability to work after hours occasionally for meetings.

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- Opportunity for career growth.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.