

## 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 pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The quick overview

Lombardo Homes is looking for a Project Manager to join its team in O'Fallon. The Project Manager is responsible for overseeing, developing, and training Construction Coordinators and are the point of contact with customers.

### The nitty-gritty stuff

- Oversee, develop and train construction coordinators.
- All customer contact, including customer calls, Pre-Construction Meetings, Pre-Drywall/Electrical Walk Meetings, and Final Customer Orientation Walk Meetings
- Set up the Pre-Drywall/Electrical Walk Meeting with the customer a minimum of two weeks in advance. Verify weekly during Customer Calls.
- Confirm close dates with customers 60 days prior to closing.
- Confirm with construction coordinator (CC) the status of all warranty work orders a minimum of twice weekly.
- Confirm with CC the status/schedules of all homes under construction, and walk homes under production a minimum of twice a week.
- Report critical start and completion dates to Construction Services Coordinator every Friday, including dig dates, start frame date, frame complete date, start drywall hang date, sand drywall date, trim start date, trim complete date
- Perform all Lot Progress Report (LPR) prior to dig. Submit form and review game plan with CC(s) prior to start and at backfill completion.
- Review Start Packs in their entirety. Identify complex selections/custom options and devise a plan on constructability of said options to minimize risk and time loss during the build process
- Manage and be financially responsible for construction variances, including Post Start Changes, and ensure all variances are written in a timely matter.
- Manager the completion of all open items on closed homes; this includes, but is not limited to, items generated from the Quality Inspections and WOW walks.
- Submit Pre-Quality Inspection, Quality Inspection, WOW list, and Final Customer Orientation Forms to Construction Services Coordinator within five days of homes closing.
- Identify unfavorable construction practices and devise and implement solutions to remedy.

## WHAT YOU NEED

- At least 3 years of single-family and/or multi-family homes construction experience.
- Ability to read and understand construction plans, specifications, and scope of work.
- A "take-charge" attitude and be able to handle high pressure situations.
- An understanding of OSHA safety standards.
- To maintain current knowledge of state building codes and municipal ordinances.
- Good organizational, planning, coaching and time management skills.
- Strong communication and interpersonal skills.

## WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 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.