

Job Title Project Manager – Renovations

Business Unit Construction – Cape Girardeau – San Antonio Based Projects

I. Job Summary

Lead the construction process for assigned hotel renovation projects from initial site and scope visit through job completion to ensure they are completed on time, within budget, and to the quality standards of Drury Southwest. This position requires travel and time away from home.

II. Status

Exempt

III. Reports to

Director of Renovations

IV. Supervises

Project Superintendents during Renovation Projects

V. Essential Job Duties and Responsibilities

- Assist in development of a project scope based on in field site visits to a prospective property, determining the current status of the building physically, and also evaluating with other representatives of the company what changes may need to be made to fully enhance the value of its continued operation.
- Review, understand, and interpret architectural plans and drawings for assigned construction projects to determine scope of work.
- Prepare detailed budgets for construction projects which reflect the scope of work.
- Assist in the preparation of a detailed construction schedule which outlines the design, purchasing, and construction sequences involved in a project.
- Prepare a construction schedule which reflects the scope of work and target completion dates.
- Lead and coordinate in construction permitting process for assigned projects.
- Coordinate construction portion of assigned projects, working closely with project superintendents, DI Supply, architects, and contractors to complete projects within budget and time commitments.
- Act as general contractor for renovations projects including investigating, interviewing, and recommending qualified subcontractors to perform work on projects.
- Request and evaluate bids from qualified subcontractors and award contracts based on specified criteria such as “lowest total cost” or “most qualified to perform project scope requirements”.
- Exercise project control during execution and lead project closeout at completion.

- Capture best practices and lessons learned for post project review.

VI. Required Knowledge

- **Administration and Management** – Knowledge of business and management principles involved in strategic planning, leadership, supervision, financial management and coordination of people and resources.
- **Building and Construction** – Knowledge of materials, methods, and the tools involved in construction. General understanding of construction trades and quantity estimating techniques.
- **Economics and Accounting** – Knowledge of economic and accounting principles and the analysis of financial data.
- **Customer Service** – Knowledge of principles providing service to internal and/or external customers. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers** – Knowledge of computer hardware and software, including common business applications such as word processing, spreadsheets, email, and databases. Including digital manipulation of construction drawings and understanding of information systems to facilitate remote troubleshooting and continuity of usage.
- **Mechanical** – Knowledge of machines and tools, including their uses, repair, and maintenance.
- **Construction Sequencing and Materials Management** – knowledge of internal processes and variables associated with project lead times and availability of project components.

VII. Required Skills and Abilities

- **Coordinating the Work and Activities of Others** – leading and facilitating members of a group to work together to accomplish tasks.
- **Management of Personnel Resources** – Motivating, developing, and directing people as they work, identifying the best people for each required job task.
- **Time Management** – Managing one's own time and the time of others.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Instructing** – Teaching others how to do something.
- **Speaking** – Talking to others to convey information effectively.
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Management of Material Resources** – Obtaining and seeing to the appropriate use of equipment, facilities, and material needed to do certain work.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.

- **Judgement and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Social Perceptiveness** – Being aware of others’ reactions and understanding why they react as they do.
- **Quality Control Analysis** – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Active Listening** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Complex Problem-Solving** – Identifying complex problems as early in the process as possible and reviewing related information to develop and evaluate options and implement solutions.
- **Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvement or take corrective action.
- **Troubleshooting** – Determining causes of operating errors and deciding what to do about it.
- **Negotiation** – Bringing others together and trying to reconcile differences.
- **Persuasion** – Persuading others to change their minds or behavior.
- **Written Comprehension** – The ability to read and understand information and ideas presented in writing.
- **Number Facility** – The ability to add, subtract, multiply, or divide quickly and correctly.

VIII. Required Education and Experience

- A degree in Construction Management or related field with demonstratable coursework in project management.
- In lieu of education, minimum of 5 years of practical experience in hotel or commercial construction management.

IX. Key Personal Characteristics

- **Dependability** – Job requires being reliable, responsible, dependable, and fulfilling obligations.
- **Attention to Detail** – Job requires being careful about detail and thorough in completing work tasks.
- **Cooperation** - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Self-Control** - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Integrity** - Job requires being honest and ethical.
- **Analytical Thinking** - Job requires analyzing information and using logic to address work related issues and problems.
- **Concern for Others** – Job requires being sensitive to others’ needs and feelings and being understanding and helpful on the job.
- **Initiative** - Job requires a willingness to take on responsibilities and challenges.

- **Stress Tolerance** - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability/Flexibility** - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Achievement/Effort** - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Independence** - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Persistence** - Job requires persistence in the face of obstacles.
- **Innovation** - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- **Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Social Orientation** - Job requires preferring to work with others than alone and being personally connected with others on the job.