



Construction Project Manager Job Description

NewMark Merrill Companies

Woodland Hills, CA

THE COMPANY

NewMark Merrill Companies, LLC is a private owner and operator of more than 70 community shopping centers representing over 1,500 tenants covering over 10,000,000 square feet in three States.

NewMark Merrill is owned by President and Chief Executive Officer, Sanford D. Sigal. Since 1997, he has led NewMark Merrill in a community leadership role at the company's shopping centers in more than 45 cities throughout California, Colorado and Illinois ensuring we are an asset to every place we buy, manage and build shopping environments. The company also has a technology business called BrightStreet Ventures, which is a leader in using technology to help us succeed as a landlord, and for tenants to thrive by taking advantage of technology.

The company is based in Woodland Hills, CA and has primary satellite offices in Oceanside, CA and Longmont, CO. NewMark Merrill's shopping centers are located in more than 45 cities throughout California, Colorado and Illinois. The tenants of our shopping centers includes merchants such as Vons, Whole Foods, Target, Walmart, Sam's Club, Lowe's, Bed Bath & Beyond, Marshalls, Ross and a large cross-section of other retail, restaurant and service tenants.

NewMark Merrill works very hard to ensure that our shopping centers are successful for our tenants and the community. Our mission statement is 1) to ensure every community is better by its involvement, 2) to give every tenant a great shot at being successful and recognizing the American dream of building a business that thrives and provides opportunities for their customers and their employees, and 3) to enable every employee of NewMark Merrill to achieve their dreams, to be better for the experience of working at the Company, and to challenge themselves in ways that make them better people.

The company's growth has often landed it on the "Fastest Growing Private Company" lists by creating shopping environments that create meaningful experiences, bringing in tenants who cater to the customer and the community, and by supporting our neighborhoods through events, outreach, and being a role model of a corporate citizen.

We look for people who want to challenge themselves and create something amazing and aren't afraid to make mistakes as a way to grow.

POSITION SUMMARY

At NewMark Merrill Companies our Construction Project Managers manage and execute the due diligence, entitlement, design, permitting, bidding, construction and turn-over process for our single tenant and shopping center ground-up and remodel developments. The goal of this position is to deliver the developments on time and on budget while meeting or exceeding the expectations of our company and our tenants. This position provides our third party consultants (i.e., architects, engineers and other vendors) clear direction in terms of schedule, content, completeness, accuracy, and coordination. A critical component of this position is clear communication with Senior Management on each of the projects with respect to status, budget issues, schedules and any other issues that could disrupt our budget and/or schedule.

ESSENTIAL JOB FUNCTIONS

- Oversees all facets of project management for individual real estate projects including budgets, schedules, due diligence, entitlements, planning, design, permitting, bidding, construction, turn-over and closeout.
- Prepares scope of work, project resource requirements, cost estimate & budget, work plan schedule & milestones, quality control and risk identification.
- Identifies appropriate consultants, obtains proposals and negotiates contracts.
- Manages consultants, provides project guidance and direction to achieve project goals.
- Demonstrates the capability to read, understand and provide input on moderately complex documents affecting real estate projects, including but not limited to agreements/contracts, landlord work related lease provisions, ALTA surveys, soils reports, environmental surveys, and construction drawings.
- Works with applicable jurisdictions, agencies, and utilities to identify all project requirements and associated fees.
- Obtains necessary project entitlements from applicable jurisdictions, such as design review, CUP, variances, and attends public hearings.
- Coordinates design of construction drawings and approval of all plans by applicable jurisdictions, agencies, and utilities. Obtains all necessary project permits.
- Identifies qualified contractors, manages bid process, levels bids, awards bid and negotiates construction contract.
- Oversees construction by conducting site visits and processing RFIs, change orders, and contractor close out requirements. Assesses change requests to determine impacts to scope, budget, schedule, quality and risk.
- Communicates with tenants on lease requirements, schedule, design, plan review, scope changes, turn-over, and tenant build out.
- Works with sign vendors, applicable jurisdictions, and property owners to develop and implement master sign programs and/or obtain approvals to modify or build monument signs, digital displays, directory signs, and other signage.
- Creates action plans to meet approved objectives, budget and schedule. Tracks progress, reports status and variance.
- Demonstrates ability to identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.

- Focuses on value engineering and cost reduction opportunities.
- Provides support to Property Managers regarding capital items such as major parking lot repairs, major roof repairs, structural issues, signage approvals, approval of tenant plans and various other tasks.

PERSONAL CHARACTERISTICS

- B.S./B.A. in Engineering, Real Estate Development, Construction Management preferred.
- A minimum of 4 years of mid-level project management experience in the development (preferably retail) industry is required.
- Outstanding client service focus. Responsive to needs of colleagues and clients.
- Highly organized with good time management skills and meticulous attention to detail.
- Proficient in Excel and in running proformas.

Resumes and corresponding documentation may be submitted confidentially to lpolis@newmarkmerrill.com