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**TITLE:** Project Manager/Assistant Project Manager

**Email:** [HR@codybrock.com](mailto:HR@codybrock.com)

**Reports to:** Project Executive and VP

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### **Position Summary**

The Project Manager is responsible for managing all aspects of Cody|Brock's commercial building projects, including estimating, bidding, responding to RFPs and RFIs, scheduling, managing subcontractors, and client communication. This position works closely with the Project Executive, VP, and Principal to develop and maintain client relationships, to complete projects to Cody|Brock's high-quality standards, and to meet overall company objectives.

### **Essential Duties and Responsibilities**

#### **Project Management:**

- Respond to client requests for RFPs; lead coordination, development, and submission as required by deadline
- Follow up on potential project leads
- Coordinate and attend project meetings with owners, tenants, architects, engineers, and consultants
- Generate, track, and complete all necessary administrative requirements to support projects
- Coordinate the permit process with city planning, building, and all other necessary departments
- Negotiate and buy out subcontracts and oversee scheduling and quality control of all subcontractors
- Coordinate submittals and shop drawings through construction process
- Coordinate the daily operations of each project with onsite superintendents and construction team
- Manage change orders process and produce monthly billings
- Manage and coordinate final releases and final close-out documents
- Manage cost control, scheduling, quality, management, and profitability of multiple projects

#### **Financial Analysis:**

- Generate and verify accuracy of contracts and invoicing
- Approve all subcontractor invoices in a timely fashion
- Coordinate and review WIP reports with Financial Director
- Maintain financial health of each project to maximize profitability

#### **Business Development:**

- Follow up on potential project leads
- Develop and maintain new and current relationships with clients
- Maintain strong relationships with clients, architects, property managers, asset managers for current and future business opportunities

#### **Field Operations:**

- Coordinate the daily operations of each project with onsite superintendents
- Collaborate with General Superintendent and superintendent to manage construction timeline and progress
- Establish chain of communication between General Superintendent, jobsite Superintendents, and Warehouse Manager to ensure timely response to project requests

#### **Leadership:**

- Delegate tasks where appropriate and ensure completion of all required tasks
- Mentor and coach Project Engineers, Project Administrators, and Interns
- Provide training, coaching, and assistance to Project Engineers, Project Administrators, and Interns
- Perform employee evaluations and reviews as necessary per company schedule



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## Competencies

To perform the job successfully, an individual should demonstrate the following competencies, as well as the competencies required of all employees to perform the essential functions of this position:

### Competencies required of this position:

- **Strong Work Ethic:** Be willing to do whatever it takes to do your job to the best of your ability. Ask for guidance when necessary.
- **Detail-oriented:** Pay attention to project details to make sure that you do not overlook any critical, time-sensitive, or project-specific information.
- **Delegation:** Delegate work assignments as applicable. Give authority to work independently. Set expectations. Monitor delegated activities without taking over responsibility. Encourage accountability from team members.
- **Leadership:** Inspire and motivate others to perform to the best of their abilities. Mentor others to reach their full potential. Accept feedback from others. Work on improving own areas of weakness.
- **Problem Solving:** Identify and resolve problems in a timely manner. Skillfully gather and analyze information. Give team members the tools and knowledge to solve their own problems. Share knowledge and expertise with others to help them find solutions.
- **Quality Management:** Explore ways to improve and promote quality in every aspect of your daily work and in the work of those who report to you or who work on your projects. Encourage accuracy and thoroughness from every team member. Maintain compliance with legal and regulatory requirements.
- **Integrity:** Share complete and accurate information. Maintain confidentiality. Adhere to organizational policies and procedures.
- **Management Skills:** Involve team members in planning, decision-making, facilitating, and process improvement. Be available to team members. Provide regular performance feedback, emphasizing the positive. Develop subordinates' skills and encourage growth. Manage subcontractors to ensure quality work.
- **Safety and Security:** Ensure all employees are following safety guidelines and protocols in their respective roles.
- **Stress Tolerance:** Display emotional resilience and the ability to withstand pressure on an ongoing basis. Handle difficult situations while maintaining performance. Seek support from others when necessary.

### Required of all Cody|Brock employees:

- **Communication:** Speak clearly and persuasively in positive or negative situations, demonstrate presentation skills, and conduct productive meetings.
- **Adaptability:** Adapt to changing work environments, work priorities, and organizational needs. Effectively deal with change and work well with a diverse workforce.
- **Teamwork/Collaboration:** Interact with people effectively. Be able and willing to share and receive information. Cooperate within the group and across groups. Support team decisions. Work positively with others, maximizing individual strengths to create a more impactful and successful whole. Put team goals ahead of own goals.
- **Motivation:** Display energy and enthusiasm in performing all aspects of the position. Commit to putting in extra effort as needed to achieve team and company goals. Maintain a high level of productivity, along with a willingness to do whatever task is necessary to accomplish goals.
- **Judgment:** Display willingness to make decisions, exhibit sound and accurate judgment, and make timely decisions.