

CONSTRUCTION MANAGER

At GreenerU, we envision educational and community institutions leading the world in mitigating climate change. Our mission is to help our clients achieve climate neutrality and sustainable operations.

GreenerU helps institutions navigate the organizational, operational, and infrastructure changes required to reach climate neutrality through planning, engineering, and implementation. We're in this because we care—about the planet, about our clients, and about each other.

We are looking for a committed, passionate, fun, and energetic individual to join our team.

THE POSITION

GreenerU seeks a highly motivated construction manager who has experience building comprehensive energy efficiency and complex capital renewal projects in occupied buildings. The ideal candidate has experience managing multiple subcontractors, maintaining strong customer relationships and satisfaction, and delivering projects on-time and under-budget.

Projects GreenerU delivers vary depending on customer needs. Examples of past projects that this person may be tasked with include lighting and lighting control retrofits, EV charging installations, renewables and battery storage, boiler retirement and electrification, chiller and air handling replacements, heat recovery solutions and ventilation optimization.

The construction manager will report to the director of operations.

REQUIRED SKILLS, EXPERIENCE, AND CHARACTERISTICS

- 2–3 years of experience in construction management, with particular emphasis on occupied, existing building renovations and retrofits
- An active Massachusetts CSL license is a plus
- OSHA 30 hour safety training card
- Proficiency in project management software like Procore
- General familiarity with construction financial reporting
- Strong verbal and written communication skills
- Strong analytical skills
- Ability to work independently with limited guidance
- Ability to work effectively in a team environment
- Ability to manage multiple projects and schedules simultaneously
- Strong attention to detail and organizational skills
- Must be physically able to perform field surveys, including extensive standing/walking and climbing ladders
- Proficiency with MS Office, especially Excel
- AutoCAD/Revit experience is a plus

PRINCIPAL DUTIES

- Act as the primary on-site manager for coordination of GreenerU and subcontractor activities and maintenance of client relationships through all phases of pre-construction and construction
- Identify and manage site pre-mobilization/construction activities, including staging and mobilization
- Develop, implement, and maintain site safety, ensuring all subcontractors have a site-specific safety plan and insurance certificate prior to allowing any sub to perform work on site

- Develop, maintain, and execute projects to a project schedule and financial budget throughout the course of construction projects
- Ensure that work meets stipulated milestones and is performed to the contract
- Proactively manage subcontractor labor and performance
- Manage and execute project material and subcontractor procurement and buyout
- Oversee, manage, and document all day-to-day site activities
- Manage field personnel according to the project plan
- Review the project daily to ensure that all site activities are being performed in accordance with OSHA regulations and the project site specific safety plans
- Maintain the project site to the customer and GreenerU standards
- Maintain site-related documentation, such as submittals, transmittals, RFIs daily reports, activity logs, shop drawings and safety reports
- Construct and distribute weekly GreenerUpdate emails to all project stakeholders to provide honest and transparent project updates
- Develop and maintain effective channels of communication with the GreenerU team, customer and subcontractor
- Effectively communicate project progress, issues and financial status to the customer and management as required
- Develop cost-effective solutions to problems through the creation and management of RFIs
- Observe and ensure all inspections are approved, documented, and communicated to the project team
- Manage subcontractor closeout, owner training, and punch list

ADDITIONAL DUTIES

- Maintain a thorough understanding of the latest trends in construction management, including lean project delivery
- Maintain relationships with subcontractors, equipment suppliers and sales representatives
- Participate in relevant professional organizations
- Work to secure relevant professional certifications
- Perform other related duties as assigned

BENEFITS

- Competitive salary
- Paid time off, parental leave, and eleven paid holidays
- Health, vision, and dental insurance
- Employer-supplemented HSA
- Employer-matched 401(k) plan
- Career learning and development opportunities

OUR CULTURE

At GreenerU we create a culture of excellence, key components of which include:

- Strong collaboration both internally and with our clients
- Putting our clients' interests first
- Continually raising the bar by which we measure success
- Frequently seeking feedback from and respectfully providing feedback to co-workers and clients on how to grow and improve
- Hiring and promoting high-performing individuals

Furthermore, as a mission-driven company, it is important that GreenerU emulate its values and interest in achieving broader sustainability on a daily basis both internally and externally. GreenerU strives to create an environment and operate in a fashion that reflects our values and mission. Employees need to understand and embrace the values our team honors every day.

GreenerU is a workplace environment committed to diversity, inclusion, equity, and justice. We are an affirmative action, equal opportunity employer and encourage candidates of diverse backgrounds to apply. We are looking for a committed, passionate, fun, and energetic individual to join our team.

Candidates are encouraged to apply to careers@greeneru.com by providing a resume and one-page cover letter describing your interest, skills, and relevant background experience. **No calls, please.** All staff is expected to be fully vaccinated for Covid-19. **For more information about GreenerU, please visit our website at www.greeneru.com.**