

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.

PRINCIPAL DUTIES

- o Act as the primary on-site manager for coordination of GreenerU and subcontractor activities and maintenance of client relationships through all phases of construction, including safety, site management, and project management documentation and processes.
- o Identify and manage site pre-mobilization/construction activities, including staging and mobilization
- o Support delivery of pre-construction services, including cost estimating, vendor and subcontractor management and bidding and procurement
- o 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
- o Maintain site-related documentation, such as submittals, transmittals, RFIs daily reports, activity logs, shop drawings and safety reports
- o Develop, maintain, and execute projects to a project schedule and financial budget throughout the course of construction projects
- o Maintain the project site to the customer and GreenerU standards
- o Construct and distribute weekly GreenerUpdate emails to all project stakeholders to provide honest and transparent project updates
- o Effectively communicate project progress, issues and financial status to the customer and management as required
- o Manage subcontractor closeout, owner training, and punch list

REQUIRED SKILLS, EXPERIENCE, AND CHARACTERISTICS

- o 5 - 7 years of experience in construction management, with particular emphasis on occupied, existing building renovations and retrofits
- o An active Massachusetts CSL license, or on a path to achieving licensure
- o OSHA 30 hour safety training card
- o Proficiency in project management software like Procore
- o General familiarity with construction financial reporting
- o Strong verbal and written communication skills
- o Strong analytical skills
- o Ability to work independently with limited guidance
- o Ability to work effectively in a team environment
- o Ability to manage multiple projects and schedules simultaneously
- o Strong attention to detail and organizational skills
- o Must be physically able to perform field surveys, including extensive standing/walking and climbing ladders
- o Proficiency with MS Office, especially Excel
- o AutoCAD/Revit experience is a plus

BENEFITS

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

OUR CULTURE

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

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