



## Construction Project Manager

October 2024

### WHO WE ARE

Timberlane Partners is a real estate firm specializing in multi-family housing serving family offices and ultra-high-net-worth individuals with an institutional approach to investment management. Based in Seattle, the firm manages in excess of \$1 billion in real estate assets in select West and Mountain West markets of the United States. Timberlane has delivered strong and consistent returns over its history and has been among the most active multifamily investors in the Pacific Northwest in 2023 and 2024.

### ABOUT THIS POSITION

We are looking for a Construction Project Manager to join our growing team. This role is specifically designed for a professional with 8+ years of experience in multi-family construction. The Construction Project Manager will support all CapEx work at our multi-family and hospitality assets, and will be an invaluable part of our team with high levels of autonomy managing all aspects of capital expenditure projects. Reporting to the Senior Asset Manager, this role is Seattle-based with flexibility to work-from-home 1-2 days a week. This role will also require frequent property site visits both in and outside of Washington state.

**JOB TYPE:** Full-Time

**LOCATION:** Seattle, WA

**REPORTS TO:** Senior Asset Manager

### PRIMARY RESPONSIBILITIES

- Directly responsible for overseeing all renovation work at our multi-family assets.
- Oversees ad-hoc larger CapEx work at stabilized assets. Source vendors directly as needed.
- Perform due diligence for potential acquisitions with detailed cost estimating.
- Create renovation plans, scope, and project schedules.
- Negotiate GC contracts. Partner with GCs to ensure value-add projects stay on-budget and on-time.
- Partner with designers and property management to execute renovation plans that resonate with tenants.
- Perform on-site visits and punch lists.
- Review and process CapEx draw packages.
- Present to company leadership, capital partners, investors, and other partners on renovation and asset preservation plans. Produce 3-to-5-year view on CapEx needs as needed.
- Manage 3rd party consultants and collaborate with local and state municipalities to understand permit process, city building codes, etc. as needed.
- Effectively communicate and collaborate with the accounting, asset management, acquisitions, and development teams to achieve cohesive business plan execution.
- Long term, opportunity to assist development team overseeing large multi-family developments from the ground up.

## SUCCESSFUL CANDIDATE ATTRIBUTES

- Expert knowledge and passion for building construction.
- Proven self-starter with a healthy work ethic, inquisitive mind, and the confidence to get things done. Takes initiative and is willing to roll up their sleeves.
- Ability to act as a small GC for smaller scale projects.
- Ability to present renovation budgets and plans in a clean and succinct way to help facilitate quick decision making by leadership.
- Ability to read and interpret construction plans, drawings, and contracts with superb accuracy.
- Familiar with permitting process, specifically working with cities to push through permits.
- Thrives and enjoys working in a hands-on, collaborative environment where no two days are the same.
- Comfortable with ambiguity.
- Very organized, prioritizes well, thinks logically, and utilizes critical thinking to make decisions.
- Team player with a strong sense of personal accountability, responsibility, and integrity.
- Demonstrated success working in a very dynamic, constantly changing environment.
- Strong verbal and written communication skills. Able to interact and maintain effective relationships with professionals at all levels.

## QUALIFICATIONS

- 8+ years of commercial real estate construction related work with emphasis in multi-family.
- Direct experience working with GCs, architects, and designers.
- Bachelor's degree in construction management, architecture, or commensurate relevant work experience. Graduate degree a plus.
- Deep understanding of construction and commercial real estate.
- Proficient in Microsoft Excel and other MS Office programs.
- Skilled in Asana, Smartsheet, Procore (or similar), and basic understanding of various CAD programs.
- Optional Pluses: Familiar with hotel construction. Experience with Retail and/or Office TIs. Experience working directly for a respected general contractor.

## COMPENSATION

- Full-time, salaried position, \$120,000 - \$150,000 annual plus merit based annual discretionary bonus
- Employer paid insurance premium for medical, dental, and vision
- Employer matched 401(k) after 1 month of service
- 160 hours of vacation days can be accrued
- 10 paid holidays
- Professional development opportunities

## APPLICATION PROCESS

- Please visit [timberlanepartners.com/open-positions](https://timberlanepartners.com/open-positions) and click 'Apply' - this will redirect you to the LinkedIn job posting to submit your resume.

Timberlane is committed to a diverse and inclusive staff. We are interested in hearing from people who can work with diverse communities. Candidates of all backgrounds are strongly encouraged to apply.

