

**PORT LUDLOW ASSOCIATES
JOB DESCRIPTION**

FLSA: EXEMPT

POSITION TITLE: Construction Analyst

DEPARTMENT: Home Construction

REPORTS TO: Construction Manager

DATE: May 12, 2017

SUMMARY OF POSITION:

Responsible for controlling costs associated with the project. Up holds the Mission/Vision/Values of the company. Create long term value. Maintains a "value added" approach to all estimates.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Generate finalized budgets; prepare and distribute start packages for new homes.
- Responsible for implementing systems which contribute to improving and transforming costs toward best-in-class practices. Those system PO's, VO's and CO's are extremely important in cost controls. The Analyst needs to monitor costs through budgets and commitments no less than once a month and more frequent based on data.
- Coordinates with vendors, customers, and company personnel to review and plan for the specific details of each project.
- Responsible for change order pricing. Review change order pricing with Superintendent(s) and Construction Manager.
- Prepare and maintain a directory of suppliers, contractors and subcontractors as applicable.
- Assess cost effectiveness of products, projects or services; tracking actual costs relative to bids as the project develops.
- Set up cost monitoring, reporting systems and procedures.
- Ability to set work priorities.
- Ability to think analytically and evaluate the impact of construction costs.
- Evaluate and create solutions to work related problems.
- Ability to persuade and influence trades in order to negotiate best contract terms.
- Resolve disputes regarding contract fulfillment; while presenting the organization in a professional manner in all negotiations.

- Ensure the maximum return is achieved through the bid process and monitoring through the PO, CO and VO process.
- Assist with the submission and processing of permits and permit revision coordination.
- Generating weekly reports on project status.
- Support and/or conduct construction related audits by performing quality assurance and/or control reviews of existing documents.
- Review, qualify, and clarify all bids, and updated bids as needed.
- Interviewing, sourcing and qualifying subcontractors to develop appropriate bidders lists while improving existing subcontractor relationships.
- Maintain organization of home files and Supplier/Trade Partner files including contracts, permits, etc.
- Work with Trade Partners to meet all insurance requirements, as well as all contracts, scopes and other miscellaneous documents signed and filed.
- Update contract packages, as necessary.
- Assist accounting department in researching and resolving budget and payment issues
- Perform all other duties as assigned

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Ability to communicate estimating, and project management skills.
- Ability to think analytically; create solutions to work related problems.
- Be detail oriented and extremely organized
- Intermediate skills in Microsoft Office (e.g. Excel, Word, etc.). Experience with Timberline software a plus.
- Requires good time management practices and the ability to meet multiple deadlines.
- Construction knowledge preferred.
- Ability to respond in a professional manner in all situations.
- Excellent writing skills and oral communication skills.
- Strong negotiating skills.
- Possess a strong work ethic, integrity and loyalty.
- Team player with the ability to work well under pressure.
- Enjoy solving problems and committed to improving internal and external processes.

PHYSICAL REQUIREMENTS:

Requires the ability to work in excess of eight hours per day, in the confined quarters of an office. Also requires the ability to read plans, bend, stoop, reach, lift, and move and/or carry items less than 50 pounds. Finger dexterity, when operating a computer keyboard and calculator is required. Office work requires sitting at a computer monitor for extended periods of time, completing paperwork

and to receive/return phone messages. Standing is required for filing, scanning, and copying.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking		X		
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching	X			
Kneeling	X			
Balancing	X			
Pushing/Pulling	X			
Lifting/Carrying 10lbs or less		X		
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity		X		
Fine Motor Skills		X		
Gross Motor Skills		X		
Eye/Hand Coord.		X		
Near Vision				X
Far Vision	X			
Color Recognition			X	
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners		X
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.		X

Climbing on Scaffolds or ladders

X

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

Employee: _____

Date: _____