

Title: Owners Representative

Reports to: President

Loeffler Core Values

Loeffler Construction & Consulting was founded on the idea that we are “Integrity Built.” Integrity Built means always doing the right thing for our clients, our staff and our community. This integrity is evident in our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

Summary of Position

The Owners Representative primary function for Loeffler Construction & Consulting will be to assist clients with Pre-development and the development, management, and coordination of all commercial capital projects. Using effective communication and coaching skills, this role will keep all field leadership and project teams aligned by leveraging a collaborative spirit to ensure the client scope, budget, and schedule are successfully executed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities include the following. Other duties may be assigned as needed.

Business Development

- Establish relationship with key clients to understand business needs and drive further business development opportunities
- Research all relevant public portals for opportunities
- Build an active pipeline of RFQ’s and RFP’s
- Successfully lead the response process for all Owners Rep opportunities
- Study the construction, real estate markets and direct competitors
- Prepare for project interviews by rehearsing presentations and performing research on the Owner and the selections committee

Owners Rep Pre-Development Responsibilities

- Collaborate with the owner/client with project site selection
- Facilitate the selection of the design team including writing RFP’s and conducting interviews
- Assist the owner/client with selection of the site Contractor or Construction Manager. Write the RFP and conduct interviews
- Identify all specialty consultants necessary to support the team. *E.G. Security, Low Voltage, Food Service, etc.*
- Lead predevelopment meetings and prepare meeting minutes
- Manage the Site Development process
- Lead the team in the entitlement process with the city, district, township or county
- Assist the Owner/Client with fundraising or selection of a financial partner

Construction and Close-out Responsibilities

- Oversee and manage one or more projects from predevelopment through closeout/warranty period.
- Audit and maintain onsite Safety protocols
- Review all contract documents and site conditions
- Ensure adherence to project plans and specifications

- Analyze proposed means methods and techniques to ensure site safety and quality
- Inspect and review project to monitor compliance with building and safety codes, and other regulations
- Schedule and lead all meetings, City, Owner, Design Team, Construction, etc.
- Review Contractor schedule (including Pre-Con, Procurement, Construction and Close-out). Ensure schedules are monitored and updated on a weekly basis
- Manage contractor performance, and identify and lead resolution to issues (design conflicts, inventory management, personnel challenges)
- Anticipate Owner/client needs, document, and track progress with regular communication
- Prepare draft contracts, negotiate contracts with Architects, Consultants, Contractor, and necessary vendors
- Support the contractor in the final contract cost and guaranteed maximum price for the project, set-up adequate contingencies and allowances, account for allowances and contingencies monthly
- Develop and implement quality control programs
- Review and approve contractor schedule of values
- Review and approve contractor monthly pay requests. Audit monthly against the budget
- Provide detailed tracking and review of cost backup,
- Preparation of monthly progress and final payment requests to the Owner and other entities
- Prepare agendas and run progress meetings, Owner/Architect meetings, Subcontractor pre-installation meetings. Accurately document meeting discussions and distribute meeting minutes within 48 hours.
- Submit timely notices to the Owner in the event of damages, delays, or changes
- Review and approve all contractor change orders

Career Development

- Provide leadership, knowledge, and mentorship to other Loeffler owners representatives, representatives, and members of the project management team
- Define and oversee the career development path for all junior team members

Education

- Requires a bachelor's degree in Construction, Engineering, Architecture or related field. Emphasis on estimating preferred. Minimum of 8+ years full in-charge project management experience required

Skills, Abilities and Qualifications

- Demonstrated expertise in problem solving, crisis management and leadership
- Excellent interpersonal communication skills, attention to details, and organizational skills
- Experience in Owners Representation or Owner's Project Management
- Advanced knowledge of Microsoft Office suite
- Working knowledge of Procore is preferred
- Self-starter with strong multi-tasking and follow-up skills
- Strong ability to read, analyze and interpret plans and Specifications
- Good judgment, logic, and ability to learn new things quickly
- Ability to pass a criminal background check

Certificates, Licenses, Registrations, Transportation Requirements

- A valid driver's license and acceptable driving history is required
- Must have own reliable transportation for use during work hours
- OSHA 30 Hour Certification

- Prefer LEED AP or equivalent
- Prefer First Aid/CPR/AED Certification through Red Cross
- Prefer SWPPP Certification

Physical Demands

The physical requirements listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position involves sitting for extended periods of time while working at a computer terminal. Employee must be able to communicate effectively in a typical office environment with a standard level of office noise. Occasional standing, bending, walking and minor lifting is also required.

Employee will be required to visit construction jobsites, which may expose the employee to dirt, dust, uneven surfaces, outdoor weather conditions and extreme temperatures. In addition, employee must be able to move around prospective or current project sites. This includes climbing ladders, scaffolding, walking on uneven surfaces, walking long distances, and climbing stairs. Noise will typically be moderate.