

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

The Project Manager would have a variety of duties including obtaining governmental permits and approvals for residential developments, interaction and management of consultants such as engineers, planners, surveyors and attorneys, management of land development activities including scheduling, contract administration and budget tracking, mentoring and direct supervision of other team members as well as other duties and assignments generally associated with land development.

The basics

- Fully embrace, support and promote the company's core values of *Integrity, Passion, Family and Commitment*.
- Provide guidance, mentorship and support to LDV team members, other departments and external contacts.
- Represent company in a professional manner at public, private or company settings.
- Interact professionally with co-workers, consultants, contractors, municipal agents, homeowners, etc.
- Work independently while understanding the necessity for communication and coordinating work efforts with management, co-workers and others. Nobody's an island!

The nitty-gritty stuff

- Monitor, coordinate and facilitate work of contractors and consultants on multiple concurrent projects to ensure timely delivery of work, within established budgets and priorities.
- Identify tasks, prioritize work, compile cost estimates, prepare and monitor budgets, assist in bidding of work and evaluation of bids, assist in scheduling, coordinating contractors, obtain approvals for work completed.
- Meet with and obtain governmental approvals and permits, including periodic appearances and presentations to public bodies such as planning commissions, township boards, etc. (including occasional evening meetings).
- Directly or indirectly manage multiple homeowner associations including budget preparation, architectural and bylaw compliance, contract administration, periodic attendance at association meetings and serve as company liaison to homeowner associations.
- Periodically meet with residents, whether one-on-one, in small groups or at homeowner association meetings to present information, address question or obtain support.
- Make frequent site visits to evaluate progress, identify and resolve issues, provide guidance, maintain communication and evaluate and authorize change orders as appropriate.

WHAT YOU NEED

- Bachelor's degree in Civil Engineering, Construction Management, Survey or a related field.
- Professional licensure with minimum of five (5) years project management experience related to land development.
- Ability to walk job sites including areas of uneven, frozen, soft, slippery, wooded or wet ground.
- Thorough knowledge of land survey practices, easements, ordinances, wetlands and floodplain.
- Thorough knowledge of plats, master deeds and association bylaws.
- Proficient in Microsoft application including Outlook, Word and Excel.
- Very strong written and verbal communication skills.

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, and accident insurance.
- Company-sponsored employee events.