

Construction Project Manager, Washington

The Construction Project Manager, Washington is part of the National Strategic Engagement Team (NSET) and oversees all outside contractors and aspects of building efficiency upgrades, solar, and decarbonization construction project from start to finish. The Construction manager is responsible for ensuring projects are completed on time and within budget, while managing budgets, schedules, resources, and communicating effectively with building owners, clients, contractors, project managers, and other stakeholders. This position is an expert technical advisor and works closely with Program Managers, Engineers and other team members to advance affordable building efficiency upgrades, solar, and decarbonization projects in Western Washington.

The Construction Project Manager reports to the Senior Program Manager, Washington. This position is located in the Puget Sound region of Washington and is remote with on-site work performed as needed.

Responsibilities

- Manage projects and work closely with external contractors, program management, engineering, and other team members in the delivery of electrification projects.
- Develop construction project plans, budgets, and timelines, and coordinate with architects, engineers, and other stakeholders.
- Act as the primary construction point of contact, documenting activity in project management software to ensure visibility and data accuracy and keeping project teams informed about project progress and addressing their concerns.
- Interpret and explain contracts, manage contract changes, and ensure compliance with all relevant regulations.
- Estimate and manage project costs, ensure adherence to the budget, and control expenses.
- Maintain project schedules, track progress, and identify potential delays or safety issues.
- Maintain a safe construction site by communicating safety expectations and protocols to building owners and subcontractors.
- Address issues that arise during the project lifecycle and find solutions to ensure success.
- Maintain clear and consistent communication with clients, stakeholders, contractors, and team members.
- Conduct scoping walkthroughs, project oversight, inspections, and closeout.
- Ensure that the project meets quality standards and specifications and address issues that arise.
- Manage contractor relationships, including vetting and oversight.
- Guide contractors through efficiency and building electrification projects and measures, including heat pump, solar, and storage technologies.
- Approve invoices post-inspection.
- Work to increase diverse contractor participation through coordination with internal and external teams, including Elevate's Workforce Development team and equipment manufacturers.
- Collaborate with Elevate's internal Construction Team to incorporate construction industry best practices to Elevate's processes and standards and maintain expertise in current energy management and new technologies.



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- Assist in program design, support strategic and business planning activities.
- Support high performance building and other programs across the organization as needed.
- Perform other duties as assigned.

Qualifications and Skills

- Bachelor's degree in construction management, engineering, environmental studies, environmental science, solar and sustainability, or building science preferred; or at least five (5+) years successfully managing construction projects
- Adaptability and flexibility; Travel on site up to 40%
- Ability to understand technical requirements and convey technical information to contractors, such as eligibility of specific equipment and documentation required to complete installations
- Well-versed in all construction methodologies and procedures
- Able to coordinate a team of professionals of different disciplines to achieve the best results in support of energy efficiency, electrification projects, and the Elevate mission
- In-depth understanding of energy efficiency, environmental health, and electrification programs
- Extensive experience working with various trades, with knowledge of traditional HVAC, electrical and plumbing systems and familiarity with solar, ASHP and geothermal systems
- Capacity to manage a high volume of work and complex situations
- Strong ability to build relationships and work with both internal and external stakeholders
- Excellent written and verbal communication skills
- Bilingual Spanish/English preferred
- Self-starter with exceptional organizational, time management, and project coordination skills
- Demonstrated attention to detail
- Valid U.S. driver's license
- Ability to work independently and employ problem solving skills when encountering obstacles
- Passion for Elevate's mission of equitable climate action

Compensation

The total compensation for this position includes health and welfare benefits (medical, dental, vision, etc.), defined contribution benefit (401k with contribution), professional development, generous paid time off policies, and a flexible schedule. This is an exempt individual contributor position with a salary range of \$80,000 - \$90,000, based on experience.

Anti-Discrimination Policy

Elevate is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation, and training.

ADA Accommodation

Elevate will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the

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workplace, and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to Elevate. Contact the People Team with any questions or requests for accommodations.