



<b>Job Title:</b>	Construction Project Manager
<b>Department:</b>	Commercial Leasing and Construction
<b>Reports to:</b>	Senior Design & Construction Project Manager
<b>Revision Date:</b>	April 2025

### About the Role

We're hiring a Construction Project Manager to lead commercial tenant buildouts across our portfolio. You'll oversee projects from planning through closeout—coordinating with general contractors, architects, MEP consultants, vendors, tenants, and internal teams to keep construction moving on time and within scope.

In this role, you'll act as an owner's or tenant's representative, managing stakeholder relationships and making sure the details get the attention they need. A strong foundation in construction is essential—you'll be reviewing drawings and specs, resolving field issues, documenting decisions, and keeping a sharp eye on schedules and budgets. ULI's vision is to create and sustain exceptional buildings and tenant relationships that strengthen our communities, and this role plays a key part in that.

### What You'll Do

- Manage tenant improvement projects from planning through closeout—coordinating contractors, consultants, vendors, tenants, and internal teams.
- Work closely with the Leasing team before and after deals are finalized—supporting early test fits, pricing exercises, and construction planning even when a lease is still in progress.
- Manage the full RFP process from bid walks to proposal comparisons to aid tenants in selecting a general contractor. Act on behalf of ULI and the tenant throughout this process to ensure quality, cost and timelines are met.
- Act as the main point of contact for construction throughout the project attending OACs (Owner Architect Contractor meetings) as a tenant and owner representation.
- Review and track drawings, specifications, and submittals to ensure compliance with building rules and construction standards. Coordinate internal reviews across ownership, technical disciplines, and other stakeholders. Compile comments and return consolidated feedback. Help identify recurring issues or gaps in existing standards and support efforts to keep documentation current and accessible.
- Coordinate with ULI's maintenance and MEP subject matter experts to review construction details, ensure building systems are properly integrated, and flag potential long-term issues early.
- Keep detailed and organized records, including submittals, pricing history, approvals, and field photos.
- Manage the broader impact of construction on the building, including coordinating access through shared or adjacent spaces, handling construction notices and tenant concerns, and addressing how changes affect neighboring areas and common elements.
- Own and clearly communicate project decisions and updates, ensuring that stakeholders stay aligned and informed.



- Monitor schedules, follow up on issues, and ensure deadlines are met.
- Review and reconcile project budgets and invoices—including General Contractor pay apps and smaller vendor bills—ensuring accurate coding between landlord, tenant, and reimbursable work.
- Oversee small to mid-size construction efforts that don't require a General Contractor, such as managing multiple trades for finish refreshes or minor buildouts—with support from internal teams.
- Coordinate with authorities having jurisdiction (AHJs) as needed—this may include scheduling plan reviews, navigating permit or zoning questions, or securing approvals for items like dumpsters or temporary use.
- Assist Leasing and Ownership in developing suite modifications and common area improvements that help ensure ULI's buildings remain top-of-market.

### **What We're Looking For**

- 3+ years of experience managing commercial construction projects.
- Strong understanding of construction processes, including plan interpretation, field coordination, and vendor engagement.
- Experience in managing and negotiating contracts; experience with AIA contracts is a plus.
- Relentless attention to detail, especially around documentation, specs, and file management.
- A proactive communicator who is comfortable raising issues, asking questions, and following up.
- Desire and ability to assist ULI in building the best possible buildings and spaces, making decisions based on what is best for the long term, paying attention to details that the majority of other companies ignore or do not care about, building long-term relationships with tenants, and delivering services that meet our tenants' needs and expectations.
- Ability to manage multiple projects and deadlines with minimal oversight.
- Familiarity with Microsoft Office, particularly Excel, for project and budget tracking.
- Bonus: Experience with construction or design tools like AutoCAD, Revit, Procore, or Bluebeam.

### **Preferred Backgrounds**

- Associate or Bachelor's degree in Construction Management, Architecture, or related studies.
- Experience within a General Contractor, architecture firm, or corporate tenant team managing buildouts.
- Exposure to multi-project or multi-contractor environments.