



The Hudson Companies Incorporated

Position: Architecture / Construction Project Manager

The Hudson Companies is a New York City residential and commercial real estate developer, builder and owner. We are seeking an Architecture / Construction Project Manager to join our Architecture and Construction Department. Hudson has been in business since 1986 building multi-family projects throughout New York City and is an industry leader in sustainable market-rate, affordable and institutional development.

Role Description

The Architecture / Construction Project Manager will be an integral team member of the Architecture and Construction Department and will report to the Principal in charge. The Architecture / Construction Project Manager is the Owner's Representative maintaining a weekly site presence during construction, evaluating contractor performance, work quality, site safety, and conveying their observations and recommendations to the Development and Architecture staff on the project. The Architecture / Construction Project Manager participates in company-wide initiatives to track and manage construction costs, track and manage building standards, and provides input on best practices in construction.

Responsibilities:

- Review construction documents and provide written comments at key milestones during the design/preconstruction phase – providing specific direction on issues of constructability, coordination, and items or assemblies that affect cost or savings, schedule and clarity of drawings or drawing deficiencies.
- Review specifications to ensure compatibility with drawing documents
- Preconstruction review project sites for potential areas of difficulty with respect to site logistics affecting construction (neighboring buildings, site geometry/location, geotechnical issues, etc.
- Participate in contract negotiations particularly to ensure scope of work is covered in contract and certain exclusions and qualifications are fully vetted and understood by Development team.
- Provide construction and technical expertise to fellow Hudson staff.
- During construction, maintain a working relationship with the construction [contractor] lead and team as the Owner's [representative] with the goal of keeping the project on time and on budget.
- Make weekly site visits and issue field reports generally outlining work progress, potential construction/coordination problems and possible solutions, assess work quality, observe and make contractor aware of any site safety issues observed on site.
- Accompany bank engineer and contractor on bank requisition walks. Review and approve monthly requisition
- Review potential change orders and change orders for scope, accuracy, applicability based on Contract documents and standard rates for similar work. Maintain change order logs
- Assist the contractor to coordinate with MTA, Con Ed, Nat. Grid or similar outside parties whose work affects construction.
- Attend all OAC meetings and subcontractor coordination meetings.
- Develop scope of work, solicit proposals and negotiate special / controlled inspections contracts.



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- Oversee special / controlled inspections schedule and invoicing with a focus on maintaining the scope and budget agreed upon. Review Controlled Inspection reports and follow up with contractor on NCRs issued by Controlled Inspector
- Review field reports issued by design consultants
- Work with Fire Alarm Consultant to make certain the Fire Alarm and ARCs installations will pass FDNY inspections.
- Participate in all construction work closeout, punchlisting, TCO required items through the Final CO issuance.

Requirements:

- Minimum 10 years of work experience in architecture or construction, with at least 5 years administering construction on multiple projects in New York City.
- Degree in architecture or engineering required.
- Knowledge of the NYC Building Code, Zoning Resolution, and applicable accessibility codes (ANSI, ADA, Fair Housing, etc.).
- Knowledge of common architectural, MEP, and structural systems for residential buildings.
- Having a strong commitment to sustainability, understanding the basics of LEED, Passive House, Enterprise Green Communities, and other green ratings systems.
- Strong communication and interpersonal skills
- Attention to detail
- Demonstrated ability to follow-up and follow-through

Benefits:

- Hudson promotes a healthy work-life balance and supports its colleagues with a competitive benefits package including but not limited to:
 - Medical, dental, vision and life insurance with several packages to choose from to fit the candidate's needs
 - 401(k) match – dollar for dollar up to 5% of the candidate's salary
 - Generous support of professional memberships where appropriate on a discretionary basis
 - Partial phone reimbursement
 - Professional development through Hudson's "Mentor, Manager and Guide" Program from Day One
 - The projected base salary will be \$140,000 depending on qualifications and experience

The Hudson Companies is committed to fostering and cultivating a culture of diversity and inclusion. We are an equal opportunity employer. We encourage and consider applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status or any other characteristic protected by applicable law.

Please send a resume, a cover letter, and a writing sample summarizing your relevant experience and the reason you are interested in the position at Hudson to: info@hudsoninc.com