



## **Construction Project Manager**

The Construction Project Manager will work directly with our Development & Construction team to assist with the overall completion and financial outcome of Agree Realty's construction projects with developers and retailers from initial budget through project closeout. The ideal candidate will possess strong leadership qualities, excellent communication skills, and a deep understanding of civil engineering principles and construction methodologies. This role requires meticulous attention to detail, the ability to manage multiple stakeholders, and a commitment to delivering projects on time, within budget, and to the highest standards of quality and safety. The Construction Project Manager will support over a dozen projects at various stages. This position reports directly to the Vice President, Construction.

### **What you will do:**

- Work directly with a project manager to assist with the completion of construction documents for site development
- Manage third parties for execution of engineering and architectural design including master plans, grading plans, and utility plans for new developments and redevelopments
- Write, negotiate and award contracts for architects, engineers, and general contractors.
- Develop and track submittals, requests for information and cost reports.
- Manage jobs in progress including general contractor coordination, conflict resolution, documentation and ensuring quality and safety.
- Manage project costs through the ongoing evaluation of labor, material and equipment; forecast and analyze construction costs, exposures and profits through project completion
- Monitor project timelines, ensuring all work is completed within the set timeframes
- Participates and plans all phases of the construction lifecycle from design to completion.
- Work with development originators to create conceptual site plans by leveraging experience with municipal code, including identifying utility locations, zoning setbacks, storm water requirements, etc.
- Obtain all necessary construction permits and retailer clients' approvals for design drawings.
- Prepares; Notice of Commencement, Builders Risk insurance application and other documents as needed.
- Oversees Design and prepares Bid Packages to solicit General Contractor Bids.
- Ensures projects are aligned with approved plans.
- Evaluates Bid responses.
- Processes contract paperwork including Change Orders, Billing, Alternates, etc.
- Review and post weekly progress reports and provide status reports to retailer clients.
- Ensures that all local, state, and national building codes and regulations and safety precautions are adhered to.
- Uses Microsoft Project to update schedules, track progress, and document project progression.

### **Who you are:**

- B.S. in Construction, Engineering, or other related field preferred
- Three to five years of Construction/Engineering experience.
- Ability to foresee concerns with conceptual plans and proactively value-engineer solutions



- Construction or Engineering related certifications preferred
- Proficiency in Microsoft Excel, PowerPoint and Project
- Excellent organizational and project management skills
- Ability to multi-task multiple projects in different phases
- Strong analytical skills
- Must thrive in a fast-paced environment
- Proven ability to work collaboratively in a growing Team

### **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Royal Oak, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading, omni-channel retail tenants. As of March 31, 2024, the Company owned and operated a portfolio of 2,161 properties, located in 49 states and containing approximately 45 million square feet of gross leasable area.

We offer our team members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for team members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for team members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week
- Onsite fully equipped gym and locker rooms
- Opportunity to volunteer at a charity of your choosing with our Agree Gives Back program

Our team feels at home working in our brand new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, coffee bar, and open-area collaboration workspaces. Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

To apply, please visit: <https://airtable.com/appbXXJWXpn1Jrsl8/shr1p8mNYNEZTx1U1>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*