

We Keep You Cooking!™

POSITION DESCRIPTION

POSITION: Construction Project Manager
DEPARTMENT: Operations
DATE: December, 2018

Position Summary:

Kitchens To Go built by Carlin, a rapidly expanding international business, is seeking a Construction Project Manager to join our team. Kitchens To Go designs, sells and leases commercial kitchen facilities throughout the USA and, to date, 28 international locations.

KTG's client list includes businesses and organizations from Education to Hospitality, Corrections to Healthcare, and Military to Senior Living such as Starbucks, Yum Brands, United Airlines, Apple and all branches of the Armed Forces.

This is an exciting opportunity to manage mobile, modular and containerized commercial kitchen projects as a solution for our clients.

Essential Functions:

- Review operations budgets for feasibility.
- Participate in kick off & pricing hand off meetings.
- Verify plan takeoff for specifications & equipment/material ordering.
- Ensure drawings are final & approved in a timely manner.
- Create project schedule in coordination with Manufacturing & Site Superintendent.
- Ensure factory & field work stays on schedule & within budget.
- Obtain & approve quotes from vendors for installs/dismantles, heavy equipment rental, subleased equipment & transportation.
- Review & approve vendor shop drawings in coordination with Engineering.
- Ensure equipment delivery to factories and field are on schedule.
- Ensure all purchase orders are issued for each project & approve project invoices.
- Schedule & attend site visits with clients & general contractors.
- Hire and schedule subcontractors for installations and dismantles; supervise Kitchens To Go Field Superintendents & Field Technicians on site.
- Coordinate utility connections with client's general contractor.
- Schedule startup of & training on equipment with client.
- Ensure O&M manual & turnover documents have been completed & signed by the client.
- Respond to and oversee client service issues are resolved promptly & to the satisfaction of clients.
- Update and manage project Smartsheets.
- Other tasks as assigned.

- Responsibilities require an adjusted work schedule and evening/weekend hours as well as overnight travel.

Knowledge, Skills, and Abilities:

- Construction, mechanical, electrical & plumbing knowledge—Familiarity with wood, plastic, metal building materials and have experience using air, power and hand tools involved in the construction, repair and or renovation of buildings & equipment.
- Strong reading and math skills —have the ability to read and interpret blueprints and work-related documents. Good math skills are essential for calculating measurements and angles, and determining accurate adjustments.
- Experience with financial analysis to manage costs within budget.
- Ability to be resourceful and handle multiple projects in a fast-paced environment, and meet deadlines associated with achieving the expectations of the position.
- Ability to organize and manage time effectively & efficiently.
- Excellent communication skills & ability to work collaboratively in a team setting.
- Education/Experience—High School Diploma with a minimum of three years' experience in a related field.
- Ability to use computer and mobile devices including experience with Excel and Google.
- OSHA certifications are a plus.
- Must have a Valid driver's license.
- Ability to travel 75% of the time.
- Attendance and punctuality are a must.
- Active understanding of and participation in supporting the company's vision, mission, goals and values. Ability to support these ideals during all interactions with co-workers, clients, vendors and community liaisons.

Environmental Conditions:

- May move (walk or drive) from one work location to another.
- Frequently work at a fast pace with unscheduled interruptions.
- Outdoors with exposure to noise, heat, and cold.
- Frequent use of computer and mobile devices.

Physical Demands:

- Ability to walk, sit, stand, & climb stairs & ladders.
- Ability to lift up to 50 pounds.
- Ability to drive a vehicle.
- Ability to use hand & power tools.

Compensation:

- Pay is based on experience.
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K option is available after sixty (60) days of continuous employment.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.