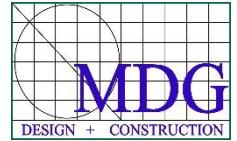


Job Title: Construction Project Manager  
Job Location: Within the five boroughs of New York City  
Contact: Sandra Lew, Human Resources Manager – [slew@MDGNY.com](mailto:slew@MDGNY.com)  
Reports to: VP of Construction, Chief Executive Officer, Principals



**Position Summary:** MDG Design and Construction, LLC is seeking a Construction Project Manager to organize and manage construction activities at assigned jobsites to ensure that all administrative, schedule, quality, and budget standards are met. As contractor, MDG has completed over 17,000 quality affordable units to New Yorkers in over 750 buildings. MDG's 25-year record of success depends on its people-first philosophy that has led MDG to be one of the most respected and innovative builders in New York.

**Job Responsibilities:**

- Oversees activities at assigned job sites.
- Administers contractual activities of subcontractors and vendors for assigned projects.
- Prepares reports, schedules and matrices, as required, and keeps supervisors informed on progress of assigned activities.
- Utilizes company procedures to ensure project operations match the requirements of contract documents, schedule, quality standards, and budget.
- Prepares daily construction reports and other relevant reports in relevant field software.
- Strong communication skills with all team members including internal construction staff, subcontractors, architects, property management, lenders, owners, and other relevant stakeholders.
- Understanding of all phases of construction operations including engineering disciplines, means and methods, and field management.
- Verify completion of all work in the field.
- Ensure projects adhere to all labor laws and safety regulations.
- Efficiently problem solve with a clear line of logic with the assistance from supervisor as needed.
- Maintain positive attitude towards field work and team members, and demonstrates sound judgment in making field decisions.
- Prioritize work as needed to meet deadlines and needs of the client.
- Ability to work independently.
- Develops and trains subordinates.

**Preferred Background and Skills:**

- Experience with existing buildings including interior work, exterior restoration, and building system upgrades is preferred.
- Experience completing construction in an occupied building is preferred.
- Strong knowledge of safety compliance including federal, state, and local safety codes.
- MS Word and Excel are required.
- AutoCAD is recommended.
- Knowledge of Procore software is a helpful, but not required.

**Education:**

- Bachelor degree preferred in engineering, architecture, or construction management; or equivalent work experience with high school or vocational degree.

**Years of Required Experience:**

- 5+ years residential and/or commercial construction experience is required.

Please submit résumé with cover letter including a brief description of interest to Sandra Lew at [SLew@mdgny.com](mailto:SLew@mdgny.com).