

October 30, 2017

CONTI is hiring!

The CONTI Organization is a nationally recognized real estate investment and asset management company that specializes in value-added multifamily real estate. Since 2008 we have acquired and sold over 6,400 apartment units with plans to actively grow to 10,000+ units. We are a stable, driven, long-term minded company looking to add a key “hands-on” member to our team.

If you are self-starter, that enjoys project based work, you thrive in fast-paced environment, where a high level of detail and accuracy are a must, please continue reading.

Apply Now: <http://www.cindexinc.com/c/EA04D5>

Role Title: Renovation Supervisor (reports to Director of Asset Management)

Salary: \$70,000+

Role Purpose:

Responsible for the coordination of property renovations and capital expenditures. Perform major support role in value-add execution for each property.

Job Duties:

1) Coordinate and Manage Renovations

- Establish and maintain tracking mechanisms to ensure renovation schedules are carried out efficiently and effectively.
- Perform overall quality control of the work (budget, schedule, plans, personnel performance) and report regularly on project status.
- Track all project costs and timelines on a weekly basis and forecast potential changes in advance.
- Support the Renovation Manager to capture “field efforts” into effective tracking tools.
- Must be able to set clear expectations and hold others accountable to a “high quality” standard. “Trust but verify” often.
- Ensure lender required repairs are clearly understood prior to closing, integrated into the project plan, and resolved by the lender deadline.
- Help collect and organize all necessary documentation in preparation for draw submission to lender.
- Coordinate and organize the collection and approval of invoices and track all renovation and relevant capital expenditure related payments. Coordinate with Renovation Manager, Director of Asset Management, and Accounting as appropriate.
- Establish communication plan to provide weekly updates to internal parties on the status of renovation projects in process.

- 2) Value Add Execution: Facilitate Property Exterior & Interior Renovations
 - Support the Renovation Manager to develop value-add scope for new acquisitions and assist with due diligence. Execute project plans accordingly.
 - Bid out projects to ensure competitive pricing and ensure the scope is verified, challenged and well-documented. Ensure the scope meets the objectives and budget of each property's specific goals & objectives.
 - On interior unit upgrades, coordinate with management and manage trades closely to perform upgrades within typically 1-3 weeks (to minimize vacancy loss). Typically happens "on turn".
 - Work with Acquisitions and Asset Management to facilitate the development of a cost-indexing tool. Organize and provide portfolio bids and contracts for both larger exterior renovations and unit upgrade components.
 - Project manage the approved scope & budget while coordinating closely with Property Operations. Review and approve all change requests.
 - Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications.
 - At conclusion of each project, prepare a "close out" package, including a warranty binder, to provide to Property Operations team.

- 3) Post Value-Add Execution: Develop & Manage 10 Yr Capital Expenditure Plans
 - Develop/manage 10-year capital budget with input from vendors/trades, Asset Mgt and Property Operations.
 - Walk assets for physical needs, and make recommendation for CapX needs for annual budgets
 - Advise Asset Management of capital risks.
 - Manage larger capital expenditure projects that are beyond normal scope of Property Operations
 - Continue to identify and evaluate opportunities to improve asset upkeep, curb appeal and performance, e.g. solar panels, lighting, energy saving devices, cut off valves, water savings, irrigation systems, etc.

Skills/Qualifications:

- 3-5+ years of relevant multifamily or housing construction experience.
- Civil Engineer or Construction degree preferred.
- Strong capabilities with Microsoft Office products, particularly Excel, a must.
- Must have strong communication skills.
- Able to drive a personal vehicle for property site visits.
- Able to do light lifting and climb a ladder for property inspections.
- Spanish speaking skills a plus.

NOTE: DUE TO LARGE AMOUNT OF RESUMES WE EXPECT TO RECEIVE, ONLY THE MOST QUALIFIED CANDIDATES WILL BE CONTACTED. WE WILL RETAIN ALL OTHER RESUMES FOR ANY FUTURE JOB CONSIDERATIONS. THANK YOU.