First Interstate Properties
Project Manager

Department: Construction
Reports to: Director of Construction

Position Summary:

The Project Manager oversees residential and retail development, construction, and tenant coordination from initial planning through project close-out. The role manages budgets, schedules, contracts, and vendor relationships, provides technical plan review, and coordinates with tenants, contractors, design professionals, utility providers, and municipal officials to deliver projects on time, within budget, and in compliance with lease terms, codes, and company standards.

Responsibilities:

- Lead development planning, including zoning and utility research, preliminary studies, initial massing, and coordination of consultants and engineering and environmental studies.
- Obtain approvals, permits, and utility service by working with consultants, utility companies, and municipal officials.
- Perform technical reviews of site, architectural, MEP, and signage drawings for conformance with center requirements and Landlord standards.
- Manage tenant coordination from letter of intent through close-out, including lease exhibits, Lease Outline Drawings, and Landlord/Tenant construction compliance.
- Estimate and manage construction budgets and schedules; identify risks and resolve critical path issues.
- Bid, negotiate, and administer contracts with design professionals and contractors, including pay application review, lien waivers, and Notices of Commencement and Furnishing.
- Support Leasing and Legal with plans, lease exhibits, surveys, and center-specific criteria and design/construction manuals.
- Provide engineering and property operations support across the portfolio, and maintain project files, site plans, and schedules.

Job Requirements:

- Bachelor's degree in Engineering, Construction Management, Architecture, or a related field required; Master's degree preferred.
- 5+ years of experience in construction project management, engineering, tenant coordination, or commercial real estate development.

- Strong knowledge of construction processes and building systems (architectural, MEP), with experience interpreting leases, construction drawings, and technical documents.
- Proven ability to manage multiple projects, budgets, and schedules at the same time.
- Familiarity with zoning, municipal permitting, codes, and brownfield practices.
- Strong contract negotiation and administration skills.
- Proficiency in Microsoft Project, Excel, or similar scheduling tools.
- Excellent communication, organizational, and interpersonal skills; able to work independently and as part of a team.

Work Schedule:

This position is expected to work on-site during regular business hours, Monday through Friday, with the option to work remotely on Fridays. Occasional early morning, evening, or after-hours availability may be required.

Physical Demands:

The role requires regular sitting, standing, walking, speaking, hearing, and use of hands for computer, phone, and office equipment tasks. The employee must be able to effectively move between office and operational areas to oversee activities, participate in meetings, and engage with team members. The position may require frequent bending, reaching, stooping, and mobility throughout office and operational environments in varying weather conditions. The employee may occasionally be required to lift, carry, push, or move items such as supplies, files, equipment, or operational materials weighing up to 25 pounds.