



Project Manager

Domaine Serene Vineyards and Winery

Dayton, OR

Project Manager Mission: The Project Manager will work on behalf of the owner at the direction of the Director of Facilities and Development to support new developments and construction projects. They will support the goals of maximizing value for the owner, ensuring construction quality, keeping the project on budget and on schedule and transitioning the new facility into operation.

Core Position Expectations: *The core position expectations are intended only as illustrations of the various types of work that may be performed. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.*

- Interface between Domaine Serene operations and the development project team, including Architects, Engineers, Contractors, and Authorities Having Jurisdiction.
- Assist with project budget and schedule development and management.
- Interface with regulatory agencies to ensure compliance with local, state, and federal regulations.
- Support the design and pre-construction phase by ensuring that Domaine Serene's objectives and needs are being met.
- Construction coordination, monitoring, and contract administration.
- Coordinate FF&E and OS&E procurement and installation.
- Assist with project closeout, punch list creation, and confirm contractual obligations have been achieved to ensure a smooth occupancy by Domaine Serene Operations.
- Coordinate training for Domaine Serene Operations.
- Setup maintenance, security, monitoring contracts and transition to Domaine Serene Operations.

- Provide regular reporting to the leadership team.
- Support property management objectives and goals.
- Assist in the coordination and management of small construction projects that are managed by the Facilities Team.

Essential Job Functions, Knowledge, Skills, and Abilities:

- Knowledge of methods, materials, and equipment used in maintenance operations.
- Ability to read architectural plans.
- Ability to apply knowledge of construction materials and building design.
- Must be able and willing to lift up to 50 lbs.
- Must be able to ascend/descend ladders.
- Strong analytical and problem-solving skills, with the ability to manage and prioritize multiple projects and delegate tasks as appropriate.
- Exceptional organizational skills and attention to detail.
- Ability to multi-task and adjust priorities to meet deadlines on short notice.
- Ability to work independently with minimal supervision.
- Strong interpersonal skills and demonstrated ability to build and maintain relationships at all levels of an organization.
- Excellent oral and written communication skills.
- Ability to draft reports, business correspondence, policies, and proposals in a highly effective and efficient manner.
- Ability to demonstrate discretion, good judgment, tactfulness, and diplomacy.
- Demonstrated ability to research and resolve problems.
- Regular, reliable, and punctual attendance.
- Proven ability to read and effectively interpret complex documents.
- Strong customer service skills with the ability to work successfully in partnership with other departments.
- Demonstrated knowledge of MS Office, including Word, Excel, and PowerPoint.

Education/Experience:

- Bachelor's degree in Construction Management or Engineering, or the equivalent combination of education and/or 5-7 years' experience is required.
- 5 years' experience as a Project Engineer or Project Manager
- Experience in the wine industry or a manufacturing environment is a plus.
- Strong knowledge of mechanical, electrical, and plumbing systems preferred.
- Working knowledge of AutoCAD/BIM/Revit is a plus.
- Proficient in all Microsoft Office applications, with particular emphasis on Excel.

Compensation: The compensation package is competitive and includes bonus potential. Additional benefits include health, dental, vision care, a 401K program with employer match, term life insurance, PTO, and paid holidays. \$75,000 - \$85,000 DOE.