



Project Manager Job Description & Qualifications

The Project Manager serves as a contractor and an agent of the Timber Framers Guild. The Project Manager provides oversight of post contract phases of the project and reports to the Community Building Projects Program Director.

Specific Job Description

- Reports to the Community Building Projects Program Director.
- Is directly responsible for the successful execution of a specific Community Building Project.
- Is required to be an excellent electronic and oral communicator.

Throughout the Life of the Project:

- Convenes regular project meetings via teleconference, and makes and distributes meeting minutes.
- Develops and maintains a thorough understanding of the project's scope, budget, and schedule.
- Fosters educational and personal growth opportunities for all team members and participants.
- Assures that the Guild's Diversity policy, Code of Conduct, and other appropriate policies are being followed.
- Supports implementation of the project budget, scope, and schedule.
- Serves as the main contact for the partner organization coordinator, and identifies and resolves their issues in an expeditious manner in conjunction with the Program Director and Local Hero (when that person has been identified).
- Fosters the sense of traditional TFG XC (exuberant camaraderie) with team and all participants, and acknowledges the contributions of all involved with the project.
- Shows restraint and professionalism at all times with all persons connected to the project.
- Ensures the health, safety, and welfare of all TFG volunteers and staff.
- Uses TFG Dropbox file storage as repository for all project information.

Prior to the Main Event:

- Provides review and comment on scope, budget, and schedule. Reviews scope and schedule and TFG Partner Checklist with partner to ensure partner readiness.
- Responsible for development of Project Method Statement (including raising plan, fall protection plan, etc).
- Procures materials and services as required by the scope of work.
- Maintains a purchasing system with TFG staff.
- Reports progress and budget weekly to the Program Director.
- Leads in recruiting and qualifying members of the project team, with additional support from the Program Director, TFG staff, and other TFG leadership.
- With support from TFG staff and possibly also from the partner, recruits and qualifies the volunteers and all other participants.
- Convenes conference calls of increasing frequency as the event draws near.

- Provides written reports to the Community Building Projects Committee prior to their monthly meetings.
- Gives timely information as required by TFG staff.
- Communicates with TFG staff and participants to ensure that they have sufficient information prior to the event.
- Engages local timber frame companies in collaboration on the event.
- Generates local press to highlight local TFG Company members.
- Develops outreach to local timber framers to recruit for membership.
- Assures that all appropriate paperwork has been signed and collected prior to the event.

During the Event:

- Has as his/her/their first priority the safety and health of participants.
- Provides daily status/progress reports to the Executive Director and staff using the Daily Progress Report spreadsheet.
- Convenes daily leadership team meetings.
- Acts as principal interface with host organization(s) along with the Local Hero (when that role exists).
- Serves as the Guild's lead on-site.
- Maintains daily attendance rosters.
- Provides all financial transaction information to TFG staff.
- Authorizes any project expenditure by TFG staff during the event if necessary.
- Ensures that all TFG staff and volunteers are adequately trained to perform any job that is required of them, safely and effectively.
- Ensure that all TFG staff and volunteers comply with applicable federal, state/provincial, and local health and safety legislation at all times during the project.
- Lead responsibility for addressing and individually or jointly resolving any issues that may arise during the event, including issues that may officially be the responsibility of the host/partner.
- Assure the materials owned by others are properly cared for and the toolbox and other TFG-owned materials are properly cared for and are ready for immediate use at the subsequent event.

Upon Conclusion of the Event:

- Assure that the site is clean upon completion of work.
- File formal report, receipts, and personal invoice (when applicable) in less than 30 days following completion of the event.
- Provide all information required by staff for the Project Manual.
- Administer punch list completion.

Qualifications:

In order to be eligible for selection as a Timber Framers Guild Project Manager, a candidate must satisfy all of the following prerequisites:

- Candidate is a professional timber framer.
- Candidate is a member in good standing of the Timber Framers Guild and has been a Guild member for at least two years.
- Candidate has participated in the instructor team for at least two previous Guild projects.
- Candidate must submit a comprehensive and current resume of his/her/their complete work history, to include the following:
 - Examples (text and images) of at least five timber framing projects in which the candidate has been involved.

- Examples of at least two projects of a similar scope and scale that the candidate has previously managed.
- Candidate must submit two letters of recommendation from current members of the Timber Framers Guild.
- Candidate must submit a letter of recommendation from a previous Project Manager of a Timber Framers Guild event.
- Candidate must show evidence of a commercial liability policy in effect.

Applications for instructor positions will be accepted via email; please submit all inquiries and applications to TFG's Community Building Projects Program Director Steve Lawrence (projects@tfguild.org) and Communications Director Allison Aurand (allison@tfguild.org).

Questions? Contact the Guild office at info@tfguild.org.