



## **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. The Project Manager is directly responsible for the successful execution of a specific Community Building Project, and is required to be an excellent electronic and oral communicator.

### **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 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.
- Candidate will be interviewed by the Program Director prior to a selection being made.

### **Responsibilities Throughout the Life of the Project:**

- Convenes regular project meetings via teleconference, prepares agendas and is responsible for the creation and distribution of agreed action items.
- 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.
- Responsible for implementation of the project budget, scope, and schedule per the contract.
- 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 Google Drive 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. Ensure development of Project Method Statement (including raising plan, safety plan, and risk assessment).
- Procures materials and services as required by the scope of work with support from the Program Director.
- Leads in recruiting and qualifying members of the project leadership team, with 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 weekly conference calls with the project team (instructors and staff).
- Delegates preparation task to the project team and follows up to ensure completion of the instructor CBP checklist
- Provides weekly reports to the Program Director in the form of the CBP check list
- 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.
- Supports TFG staff in generating local press to highlight local TFG Company members.
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- Works with TFG staff to ensure that all appropriate paperwork has been signed and collected prior to the event.

#### **During the Event:**

- Holds the safety and health of participants as their first priority.
- Attend the project site at least one full day ahead of the event start and possibly for several days after the event if completion of the frame is not achieved in the timeline planned.
- At event start ensures Partner has completed all of their responsibilities adequately and quickly addresses any deficiencies with support from the Program Director
- Provides a start up briefing to all the project participants on all aspects of the project.
- Provides daily status/progress reports to the Program Director.
- Convenes daily leadership team meetings, monitoring progress and development plans as the event progresses.
- 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.
- Ensures daily attendance rosters are maintained.
- Provides all financial transaction information to the Program Director
- 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.

### Upon Conclusion of the Event:

- Administer punch list completion.
- Assure that the site is clean upon completion of work.
- Perform completion walkthrough with Partner
- Assist the Program Director in finalizing all financial transactions
- File formal report, receipts, and personal invoice (when applicable) in less than 30 days following completion of the event.
- Participate in a debrief meeting with the instructor team, staff and Program Director.
- Provide all information required by staff for the Project Manual.

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](mailto:projects@tfguild.org)) and Communications Director Allison Aurand ([allison@tfguild.org](mailto:allison@tfguild.org)).

Questions? Contact the Guild office at [info@tfguild.org](mailto:info@tfguild.org).

March 2025