



## RM Field Manager

### **WHO ARE WE?**

PEG, LLC is in its twenty-seventh year being a diverse energy efficiency, engineering, environmental and management consulting firm operating principally in the Eastern and Central United States.

As a leader in Home Energy Ratings, a winner of multiple Energy Star Awards, and a standout in the construction industry, PEG has provided Home Energy Ratings for over 250,000 homes. We strive to continually improve building energy efficiency and therefore, the quality of homes and life in the communities that we service.

Please visit our website at [www.pegenv.com](http://www.pegenv.com) to learn more about PEG!

### **WHO ARE YOU?**

Be an integral part of the PEG Risk Management Team.

This position will be directly responsible for all assigned job-site operations that are contracted within the Risk Management Program. A qualified candidate will effectively manage, implement, and maintain systems and procedures to ensure that all structures are built in accordance with the Risk Management Program.

Excellent communication skills with not only the PEG Team but also PEG clients in a respectful manner are a must. As a representative of PEG, the ideal candidate must be presentable, organized, self-motivated, detail oriented, and dependable.

### **Job Location**

The geographical area assigned to this position includes all states where PEG provides Risk Management Services including but not limited to VA, MD, NC, SC, IL, OH, FL, & GA.

\*Travel will be required as this position manages several projects in surrounding states.

### **Areas of Responsibility**

- I. Personnel Management
  - A. Recruit, interview, and assist in hiring all assigned personnel.
  - B. Ensure thorough training of all assigned personnel. (i.e. technical training, Scopes of Work, Protocols, subcontractor orientation's and environmental as needed.)
  - C. Conduct 90 Day and One Year Growth Reviews with assigned personnel.
  - D. Resolve any assigned employee questions or issues and handle performance problems as necessary.
  - E. Minimize levels of employee turnover within assigned personnel.
  - F. Continually gather feedback from assigned personnel, discuss pertinent issues, and maintain open communications.
  - G. Handle personnel terminations after reviewing information with Management and Human Resources.
  - H. Recognize and reward top performing assigned personnel.
  - I. Job performance will be measured by the performance of the personnel he/she supervises.
- I. Start Process
  - A. Monitor construction activity to ensure structures are inspected within the established parameters of the Risk Management Program
  - B. Monitor Risk Management Program to ensure accuracy and completion of information is collected for each inspection type.
  - C. Attend new client and community orientation and kickoff meetings
  - D. Complete a comprehensive plan review of all products being inspected and retain product information for Client/Management Company
  - E. Review product specifications to ensure applications meet the manufacturers specifications.

## II. Scheduling

- A. Constantly monitor the client's weekly construction schedule to be on site for program inspections. Items for inspection include Foundation, Framing, Exterior Envelope, Sound Testing/Sound Channel, Quality Improvement (QI), and the overall Site.
- B. Continually evaluate the effectiveness of the Risk Management Program and make recommendations for improvements
- C. Coordinate with client contractors as needed to complete Risk Management Program
- D. Maintain construction documents and schedules on SharePoint

## III. Site Management

- A. Ensure adherence to PEG/Client safety program
- B. Oversee the startup of all assigned new sites
- C. Ensure weekly inspections and field reports are conducted in each assigned site
- D. Must become completely familiar with assigned site blueprints and specifications
- E. Responsible for coordinating the completion of each structure within the Risk Management Program with client(s)

## IV. Contractors

- A. Ensure we are maintaining a mutually beneficial relationship between contractors and clients
- B. Ensure contractors/clients adherence to established Risk Management Program
- C. Solicit feedback and provide support to client for handling contractor conflicts make final decisions regarding resolution of issues

## V. Client Satisfaction

- A. Resolve any client conflicts during the Risk Management Program process
- B. Follow up with client(s) after inspection to ensure they understand report(s) and answer any questions
- C. Ensure clients receive proper training for the Risk Management Program
- D. Review client's feedback with respect to the Risk Management Program and implement any changes or improvements where necessary
- E. Responsible for documenting any conversations with clients/subcontractors and others in situations where there is potential for litigation
- F. Ensure all elements of the Risk Management Program are being properly communicated to clients and establish expectations for the program.

## VI. Miscellaneous Responsibilities

- A. Stay current on all codes and code changes and communicate information to management as necessary
- B. Determine ways to execute all functions of the Risk Management Program more efficiently to improve overall margins and client satisfaction for the company
- C. Ensure all Risk Management files are maintained for each assigned site and, upon closing, ensure the company policy for storage is followed
- D. Must have a good working knowledge of the company and the ability to communicate this information to clients and assigned personnel
- E. Communicate, immediately, any major client issues to management.
- F. Perform other duties as assigned by the Company.

## Education/Experience

- A minimum of 5 years of Residential and/or Commercial construction management is required. This includes the entire building process from concrete to turnover to builder.
- A minimum of 2 years of previous management experience and/or management training is required.
- ACI Concrete Certification and OSHA Safety Certification (OSHA 10 at a minimum) are required.
- Must obtain a FAA Drone Certification within the first 6 months of being in this position
- Must have a Valid Driver's License in good standing with an insurable driving record
- Must be able to complete a Pre-employment Background Check/Drug Testing

**Additional Requirements**

- Must have familiarity with Camera/Picture Documentation using iPad and/or iPhone
- Must have the ability to use a computer and have familiarity with Microsoft Excel, SharePoint, Microsoft Outlook, and Microsoft Word
- Must be willing and able to work in extremely confined spaces with high temperatures typically found in attics and other uncomfortable spaces (basements and crawl spaces) which will require being able to climb, balance, kneel, crawl, and lift
- Must be able to work in extreme weather conditions
- Must have the ability to work on ladders (up to 30') and hand/power tools
- Must be able to frequently lift and move 50 pounds unassisted
- Must be personable, well-groomed, and have the expert ability to effectively communicate with other disciplines or groups and resolve schedule conflicts
- Must be able to read, write, and comprehend technical instructions enough to be able to convey technical information in plain language
- Must have excellent verbal/written communication skills and effective interpersonal skills
- Must be organized, self-motivated, enthusiastic, and dependable
- Must have excellent reporting skills, attention to detail, deadline-oriented, data entry management, and time management skills
- Must have General Math Skills

**Rewards and Benefits**

PEG LLC offers a comprehensive, total rewards package that includes competitive compensation and a flexible benefits package that reflects our commitment to creating a diverse and supportive workplace.

Benefits include: • Company-issued Gas Card, Toll Pass, & Vehicle Maintenance Allowance • Company-issued Uniforms, iPhone/iPad, Field Equipment/Tools/PPE • Flexible Work Schedule • Year Round Employment • Paid Professional Development & Salary Incentives through Learning/Certification Opportunities • 20 Annual Paid Days Off (12 Days of PTO, Birthday PTO, & 7 Company Paid Holidays • Company Sponsored Medical Insurance that includes a contribution of up to 50% off the monthly premium • Dental & Vision Insurance • 401(k) Retirement Plan with up to a 4% company match vested immediately • Basic Life & Supplemental Life • Short-Term & Long-Term Disability • Accident & Pet Insurance • Corporate Sponsored Events •

**PEG LLC is an Equal Employment Opportunity Employer.**