

Owner's Representative Job Description

Overview: The **Construction Project Owner's Representative** serves as the primary liaison between the project owner and all stakeholders involved in the construction process. This role ensures that the project aligns with the owner's objectives, budget, timeline, and quality standards while effectively managing risks and overseeing contractor performance.

Position: This is a part-time, temporary contract position with an anticipated average 10 hour per week flexible schedule.

Location: The project is in Rockland, Maine. In person work is required with some remote work possible for administrative tasks.

Reports To: Executive Director

Key Responsibilities:

Project Oversight & Coordination

- Act as the owner's advocate in all project phases, from planning and design to construction and closeout.
- Collaborate with architects, engineers, contractors, and consultants to ensure project goals are met.
- Monitor project schedules, budgets, and progress, ensuring adherence to contractual requirements.
- Identify and mitigate project risks, conflicts, and potential delays.

Financial & Budget Management

- Review and track project budgets, ensuring cost control and financial efficiency.
- Evaluate contractor invoices, change orders, and financial reports for accuracy and compliance.
- Assist in value engineering to optimize project costs without compromising quality.

Quality & Compliance Assurance

- Ensure construction activities comply with design specifications, building codes, safety regulations, and industry best practices.
- Conduct site visits and inspections to monitor workmanship and adherence to project plans

- Address quality concerns and ensure corrective actions are implemented as necessary.

Communication & Reporting

- Maintain clear and consistent communication between the owner, contractors, and project team members.
- Prepare and present progress reports, risk assessments, and key project updates to stakeholders.
- Facilitate meetings, coordinate decision-making, and document project discussions.

Qualifications & Skills:

- Five years of experience in construction project management, owner's representation, or a similar role. Recent experience with projects in Maine is required.
- Strong knowledge of construction contracts, project scheduling, budgeting, and risk management.
- Excellent problem-solving, negotiation, and leadership skills.
- Ability to read and interpret blueprints, technical drawings, and construction documents.
- Strong written and verbal communication skills.

Work Environment & Expectations:

- Successful candidates must be located in the Rockland, Maine area at the time of hire (Summer 2025).
- Frequent site visits and fieldwork in addition to project administrative responsibilities.
- Ability to work under tight deadlines and handle multiple priorities.
- Collaboration with diverse teams, including contractors, consultants, and government agencies.
- Pay range is \$25 - \$40, depending on qualifications and experience.

To apply: Please send an email with resume to hiring@trekkers.org.

***Trekkers** is a non-profit, outdoor-based mentoring program that cultivates the inherent strengths of young people through the power of long-term mentoring relationships. Our best practices and principles have become a model of exemplary programming in the field of youth development.*