



Land Development Project Manager

Primary Function:

The Land Development Project Manager (PM) shall assist Old Town Construction in the execution of assigned land development projects from pre-construction readiness through horizontal build-out, ensuring that infrastructure is delivered safely, on schedule, within budget, and in accordance with company design intent and municipal approvals.

This position will lead the construction delivery of Old Town's land development work, overseeing purchasing, subcontracting, utility coordination, site work execution, and field-related issue resolution. The PM will collaborate closely with the Development team(s) to ensure a seamless transition from entitlement and design into construction. The PM is accountable for the execution of project plans, maintaining cost and schedule adherence, and delivering quality infrastructure that supports Old Town's long-term community vision.

Contribution to Company Mission & Vision:

The PM shall work in partnership with internal stakeholders to ensure each project reflects Old Town's commitment to flourishing communities, outstanding locations, and timeless design.

They will maintain the integrity of the Old Town brand by contributing to the values of gratitude, ownership, perseverance, adaptability, and innovation.

Role Absolutes:

1. Execution of Horizontal Construction
2. Site Work, Utility, and Infrastructure Oversight
3. Subcontract Administration, Purchasing & Cost Management
4. Construction Schedule Creation & Ownership
5. Safety, Quality Control & Field Coordination

Role Responsibilities:

Construction Execution & Field Leadership

- Lead, manage, and execute all construction activities associated with land development projects from mobilization through substantial completion and close-out.
- Coordinate closely with the Superintendent to ensure safe operations, quality workmanship, and adherence to the construction schedule.
- Conduct weekly coordination and progress meetings with trade partners, consultants, and internal teams.
- Anticipate construction challenges, utility conflicts, and site constraints; develop plans for timely and effective resolution.
- Ensure site work, including grading, utilities, stormwater systems, paving, and infrastructure, is executed according to approved plans, specifications, and municipal requirements.
- Ensure that all work meets Old Town's quality standards, supported by formal

inspections and field verifications.

- Promote and lead safe jobsite practices, in alignment with Old Town Construction's safety expectations.
- Complete full project close-out including punch-list, turnover documentation, and final acceptance by municipalities and internal teams.

Subcontracts, Purchasing & Cost Control

- Lead the subcontracting process, including scope development, bid evaluation, execution of contracts, procuring materials, and managing purchase orders.
- Manage project budgets with accountability for cost accuracy, invoice/billing review, change order processing, and cost forecasting.
- Maintain alignment with Development budgets and provide timely financial updates to the President, Vice President and CFO.

Project Scheduling & Progress Management

- Create, maintain, and own detailed construction schedules for assigned projects.
- Track progress, evaluate schedule impacts, and adjust to maintain critical path schedule.
- Integrate input from engineers, utility providers, and field teams to maintain accurate sequencing and milestones.

Collaboration with Design, Development & Municipal Partners

- Work in collaboration with VP of Land Development on budget, scope, schedule, and stakeholder coordination.
- Support Development team during pre-construction coordination and final design review.
- Work with engineers, architects, surveyors, and design professionals to clarify plans, resolve field issues, and ensure construction drawings reflect site requirements.
- Participate in meetings with municipal inspectors, utility providers, and regulatory agencies to advance approvals, inspections, and project turnover.

Leadership Responsibilities

- Lead and motivate project teams, including superintendents, trade partners, and consultants.
- Maintain strong communication with Development and external partners to uphold transparency and alignment.
- Support quarterly and annual planning sessions by providing clear insight into project progress, resource needs, and infrastructure sequencing, as well as lessons learned post turnover.
- Maintain strong communication with Development and external partners to uphold transparency and alignment.
- Model servant leadership by focusing on team empowerment, clear communication, and alignment with Old Town's community-building mission.

Confidentiality

Following acceptance of the Offer Letter and prior to commencement of employment, the Employee shall execute the Company's confidentiality agreement.

Reporting Structure

- Reports directly to the President of Construction
- Close coordination with the VP of Land Development and VP of Construction

Qualifications

- Bachelor's degree in Construction Management, Civil Engineering, or related

discipline.

- Minimum of 5 years of experience in site development and horizontal infrastructure projects, including prior success as an Assistant Project Manager and Project Manager.
- Strong understanding of site work, utilities, earthwork, stormwater systems, and horizontal infrastructure for residential or light commercial development.
- Demonstrated ability to manage budgets, contracts, schedules, and field operations.
- Strong communication skills with the ability to lead meetings and coordinate with internal and external stakeholders.
- Proficiency in Microsoft Project, Excel, Word, and construction management software.
- Ability to take full ownership of construction responsibilities and drive projects to completion.
- Preferred knowledge of the local, Indiana market with 3+ years experience

Acknowledgement

This job description reflects the general nature and level of work expected of the Land Development Project Manager at Old Town Construction, LLC. It is not a comprehensive list of all duties, responsibilities, or qualifications required.