Job Description, Duties, Requirements and Expectations

**Job Information**

- **Position:** Project Manager / Assistant Project Manager  
  **Department:** Development
- **Supervising Manager:** Development Manager  
  **Position Type:** Full Time
- **Revision Date:** 4/28/2017  
  **Uniform Requirement:** Business Casual

**Job Description**

Summit Powder Mountain owns 10,000 acres (including Powder Mountain Ski Resort) and has entitlements to develop nearly 3,000 homesites and 400,000 SF of commercial. Summit Powder Mountain is building a mountain town around the spirit of innovation in the heart of Utah's Wasatch Mountains. We aim to rethink the great American mountain town around a community focused on innovation, entrepreneurship, arts, and altruism. With modern mountain design and natural preservation as core values, the Summit Powder Mountain development will consist of more than 500 ski accessible mountain homesites connected to a village core of similar scale that includes cultural amenities and miles of walking, biking, and nordic trails.

Summit Powder Mountain is pursuing ambitious development plans, and has already invested significantly in roads, infrastructure, and initial buildings and amenities that will be a part of the new alpine village master plan. We currently have a number of projects that we will be pushing forward this summer and well beyond-- construction of attached and detached homes, construction of a 34 unit condo building with ground floor retail, and construction of a 27,000 SF Summit Institute amenity building -- just to name a few.

**Job Performance Expectations**

- Managing infrastructure projects including roadways and utilities; and building projects including mixed use-residential, office, retail, hospitality, and amenity facilities
  - Design – work with land planning, and development group and manage engineers, architects, and other design consultants
  - Entitlements – obtain agreements and approvals from various agencies including state and county departments, and utility districts
  - Construction – manage budgets, schedules, bids, consultant and contractor selection, and project oversight
- Working with the Summit team
  - Prepare and keep updated budgets, schedules, pro formas, and reports
  - Provide updates, work collaboratively with, and communicate effectively to senior management

**Job Requirements and Qualifications**

Summit is seeking for motivated individuals who share Summit’s values and vision and are seeking to further their career and personal growth in a dynamic real estate development and construction management setting.

- Great attitude, positive mindset, and able to adapt to an ever changing company
- Manage multiple projects and tasks simultaneously
- Organized and detail oriented
- Identify creative solutions to challenges
- Work well with others
- Strong communication skills
- 2-3 years of relevant work experience preferred

Compensation:  Competitive compensation package depending on experience.

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**Agreement**

I have read and understand the Job Description, Job Duties, Job Requirements, Work Environment and Qualifications and Job Performance Expectations listed above. By signing this document, I agree that I am able to comply with the items laid out in this document and perform the obligations of this position as defined above. I further understand that this is a partial listing and requirements, duties, qualifications, benefits and performance expectations may change at any time, with or without notice.

**Staff Member Signature:**

**Date:**

**Manager Signature:**

**Date:**