

Construction Operations Manager

Anchorpoint Management

Location: Central Maine / Southern Maine

Position Type: Full-Time, W2 Salaried Position

Compensation: \$70,000 - \$95,000 based on qualifications, experience, and mindset

Reports To: CEO

Application Status: Open application, no set deadline

Anchorpoint Management is a premium design-build general contractor and commercial facilities management company based in Maine. We specialize in high-end custom homes, transformative renovations, and commercial facilities management.

We are not trying to be the biggest contractor in Maine. We are building something better.

Our company is grounded in leadership, communication, craftsmanship, and investment protection. We believe clients deserve a building experience that feels organized, transparent, and professionally managed from start to finish. We also believe the team behind that experience needs strong systems, accurate information, clear accountability, and consistent operational leadership.

As Anchorpoint continues to grow, we are looking for a highly capable Construction Operations Manager who can oversee the systems and coordination behind our projects, strengthen operational consistency, manage estimating and financial tracking, and ensure critical details do not fall through the cracks.

This is a key leadership role within the company and will report directly to the CEO.

Position Overview

The Construction Operations Manager is responsible for overseeing the operational foundation of Anchorpoint's construction and renovation projects from pre-construction through closeout.

This role connects estimating, scheduling, procurement, subcontractor coordination, client selections, JobTread administration, project documentation, job costing, invoicing, and financial reporting.

This is not just an administrative role. This is not just an estimating role. This is not just a project coordination role. This position connects the field, the client experience, the project budget, and the company's internal systems.

The right person will understand how schedules, materials, subcontractors, client decisions, contracts, and financial information affect one another. They will be able to maintain accuracy while managing multiple priorities and bring calm, organized leadership to a fast-moving construction environment.

We are looking for someone who can see the entire operational picture, anticipate what is needed next, and create consistency across the company.

Key Responsibilities

Pre-Construction and Estimating

- Attend site visits and scope walk-throughs with company leadership
- Take measurements, document existing conditions, and help define project scope
- Prepare preliminary budgets, detailed estimates, takeoffs, and JobTread project budgets
- Identify required labor, materials, subcontracted trades, allowances, general conditions, and site logistics
- Request and evaluate subcontractor bids and supplier pricing
- Review project budgets for missing scope, pricing gaps, and potential risks
- Build client-facing proposals and contracts in JobTread
- Clearly document scope, allowances, exclusions, payment schedules, and estimated timelines
- Coordinate with clients, architects, designers, and subcontractors during the design and planning process
- Support permitting, municipal approvals, and pre-construction documentation when required

Project Scheduling and Coordination

- Build and maintain project schedules in JobTread
- Coordinate subcontractors, inspections, materials, deliveries, and project milestones
- Continuously update schedules based on field conditions, trade availability, client decisions, and material lead times
- Communicate schedule changes and expectations to clients, subcontractors, vendors, and internal team members
- Anticipate delays and address operational gaps before project progress is disrupted

- Maintain awareness of each project's scope, timeline, budget, selections, and outstanding decisions
- Coordinate multiple active construction, renovation, and smaller service projects

Subcontractor, Vendor, and Material Management

- Source, evaluate, and maintain relationships with qualified subcontractors and vendors
- Request and compare bids based on scope, price, quality, availability, and schedule fit
- Prepare subcontractor agreements outlining scope, responsibilities, schedule, materials, and payment terms
- Coordinate subcontractor scheduling, communication, invoices, payments, and lien releases
- Complete and verify material takeoffs before ordering
- Coordinate material purchases and deliveries with project schedules and confirmed client selections
- Track returns, credits, lead times, and material expenses
- Help build a strong, dependable subcontractor and supplier network

Client Selections and Communication

- Coordinate client selections for materials, fixtures, finishes, colors, and other project details
- Work alongside designers or manage the selection process directly when no designer is involved
- Document approved selections and reconcile actual costs against project allowances
- Prepare credits or change orders when selections fall below or exceed established allowances
- Provide clients with clear project updates through JobTread
- Maintain organized records of important decisions, updates, photos, and project communication
- Help clients feel informed, supported, and confident throughout the construction process

Change Orders, Quality Control, and Closeout

- Identify and document client-directed changes, unforeseen conditions, and vendor-driven scope changes
- Obtain pricing and prepare change orders through JobTread
- Ensure required approvals and signatures are received before changed work proceeds
- Support jobsite quality-control walk-throughs and verify work against approved scopes and project standards
- Coordinate municipal inspections and follow-up corrections when needed
- Manage subcontractor and client punch lists
- Coordinate final walkthroughs, final invoicing, project acceptance, and warranty documentation
- Schedule post-completion warranty follow-up

JobTread, Systems, and Documentation

- Serve as the primary administrator for Anchorpoint's JobTread system
- Create and maintain jobs, budgets, schedules, contracts, documents, tasks, and project records
- Maintain estimating, budget, proposal, document, and schedule templates
- Ensure project information, plans, photos, communications, expenses, and invoices are accurate and current
- Manage internal and external system access and permissions
- Develop repeatable workflows that improve accuracy, visibility, and efficiency
- Help strengthen JobTread as the central source of information for Anchorpoint's projects

Job Costing and Financial Coordination

- Track project expenses and labor against approved budgets
- Monitor budget-to-actual performance and identify potential overages early
- Enter vendor invoices, subcontractor bills, and job-related receipts into JobTread
- Assign expenses and invoices to the correct projects and budget categories
- Prepare outstanding payables for CEO review and track payments issued
- Prepare and issue client deposits, progress invoices, final invoices, and other contract-based billings
- Track outstanding client invoices and follow up on overdue payments
- Support JobTread and QuickBooks reconciliation by researching unmatched or incorrectly entered transactions

- Prepare periodic financial snapshots showing funds allocated to active projects
- Provide the CEO with accurate project financial information to support decision-making

Internal Communication and Team Alignment

- Communicate consistently with the CEO, project management team, field team, and administrative support
- Participate in project meetings, scheduling meetings, financial reviews, and internal planning
- Provide clear updates on budgets, schedules, subcontractor needs, materials, client decisions, and operational priorities
- Identify capacity concerns and competing priorities before critical responsibilities fall behind
- Collaborate with leadership to strengthen internal systems, workflows, documentation, and accountability
- Support a culture of professionalism, ownership, communication, and continuous improvement

Ideal Candidate

The ideal candidate is an experienced construction professional who understands both project execution and the operational systems required to support it.

You may currently be working as an Operations Manager, Construction Manager, Senior Project Manager, Estimator, Pre-Construction Manager, or experienced Project Coordinator who is ready to take ownership of a broader operational leadership role.

You are likely a strong fit if you:

- Understand how residential construction projects move from initial scope through final closeout
- Can manage detailed backend responsibilities without losing sight of what is happening in the field
- Understand estimating, procurement, scheduling, job costing, and subcontractor coordination
- Are highly organized and able to manage multiple projects and competing priorities
- Communicate clearly, directly, and professionally

- Notice missing details, inconsistencies, and potential problems before they escalate
- Take ownership instead of waiting to be told what to do
- Follow systems while also identifying ways to improve them
- Can manage pressure without creating confusion or unnecessary tension
- Care about accuracy, quality, client trust, and company reputation
- Want to help build a growing company with stronger systems and a higher standard

Required Experience and Qualifications

- Construction operations, project management, estimating, or related construction leadership experience
- Strong understanding of residential construction, renovations, and/or custom home projects
- Experience preparing construction estimates, takeoffs, budgets, or scopes of work
- Ability to read and understand plans, contracts, schedules, and project documentation
- Experience coordinating subcontractors, vendors, materials, inspections, and schedules
- Understanding of construction job costing, change orders, invoices, payables, and receivables
- Strong communication, organization, and problem-solving skills
- Ability to manage multiple priorities and changing project needs
- Comfortable using technology, project management software, spreadsheets, email, calendars, and mobile communication
- Valid driver's license and reliable transportation
- Professional presence with clients, subcontractors, vendors, and internal team members

Preferred Experience

- Experience with high-end residential construction or custom homes
- Experience in design-build construction
- Experience with JobTread or similar construction management software
- Experience with QuickBooks or construction accounting integrations
- Experience managing projects from pre-construction through closeout
- Experience working directly with homeowners, architects, designers, subcontractors, and suppliers

- Familiarity with Maine permitting and municipal inspection processes

Compensation and Benefits

This is a full-time W2 salaried position.

Compensation and benefits include:

- \$70,000 - \$95,000 annual salary based on qualifications, experience, and mindset
- Benefits available after 60 days
- Preventative Health Program covered at no cost to you
- IRA with company match
- Cell phone
- Vehicle stipend or company vehicle
- Competitive incentive program
- Opportunity to grow with a company that is building stronger systems, stronger teams, and a higher standard in the construction industry

Why This Role Matters

Anchorpoint is in a growth phase. We are building the structure, systems, team, and operational foundation needed to support high-end construction projects and long-term company growth.

This role is central to that next level.

The right person will help connect what happens in the field with what happens behind the scenes. They will ensure estimates are accurate, schedules are maintained, materials are coordinated, project records are complete, expenses are tracked, and leadership has the information needed to make strong decisions.

This is an opportunity for someone who does not just want another construction job.

It is for someone who wants to take ownership, strengthen a growing company, and help build a higher standard for how construction projects are managed.