



EIN:20-1825363  
 PA HIC#: 000981  
 NJ HIC#:13VH04418500



**B&B Custom Pools, Inc**  
**BBC Pool Service LLC**  
 358A Main Street  
 Emmaus, PA 18049  
 610-965-POOL (7665)  
 info@bbcpools.com  
 bbcustompools.com  
 bbcustompoolservice.com



EIN:86-2875523

**Job Description: Project Manager - Pool Construction**

**Our Need:**

B&B Custom Pools has been designing and building pools in the Lehigh Valley for over 50 years. We specialize in custom gunite swimming pools for residential and commercial customers. We pride ourselves on delivering high-quality, innovative, and unique pool and backyard solutions that exceed our clients' expectations. We need a strong project manager to help us plan and construct our projects on time and on budget. The right individual enjoys hands-on work with customers and contractors, time in the field, and pays attention to details.

**Position Summary:**

The Project Manager oversees the planning, coordination, and execution of swimming pool construction projects from initiation to completion. The tasks include maintaining the master schedules, ordering materials, coordinating all contractors and internal staff, and seeing projects through to final inspection and issuance of the Certificate of Occupancy. The Project Manager will possess strong leadership abilities, excellent organizational skills, and a proven track record of successfully managing construction projects.

**Pay:** Salaried/exempt - to be determined based on relevant experience, education, industry certifications, and background of candidates. Other benefits as per the B&B Custom Pools, Inc. Handbook.

**General Hours:** This is a salaried full-time position requiring 45 hours or more per week during the construction and service season. General hours are 6:30 am to 4:00 pm with a ½ hour unpaid break for lunch. Hours are more flexible and may be reduced during the off season.

**Key Responsibilities:**

1. Manage multiple swimming pool construction projects concurrently, ensuring adherence to timelines, budgets, and quality standards.
2. Collaborate with the design team, architects, engineers, subcontractors, and clients to develop project plans and specifications.
3. Create comprehensive project schedules, resource allocation plans, and budgets, and ensure all stakeholders are informed about project milestones and progress.
4. Conduct regular site visits to monitor construction activities, address any issues, and ensure compliance with safety regulations and building codes.





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5. Procure necessary materials, equipment, and subcontractor services, negotiating contracts and managing vendor relationships to optimize project costs.
6. Lead and supervise project teams, providing guidance, resolving conflicts, and motivating team members to achieve project goals effectively.
7. Communicate proactively with clients, keeping them informed about project status, addressing their concerns, and ensuring their satisfaction throughout the construction process.
8. Prepare and present regular project status reports to management, highlighting key performance indicators, risks, and mitigation strategies.

#### **Qualifications and Skills:**

- Bachelor's degree in construction management, Civil Engineering, or a related field, or equivalent work experience.
- Proven experience as a Project Manager in the construction industry, preferably in swimming pool or aquatic facility construction. Industry certifications a plus.
- In-depth knowledge of construction processes, project management principles, and relevant regulations and codes.
- Strong leadership, communication, and problem-solving skills.
- Proficiency in project management software and Microsoft Office Suite.
- Ability to multitask, prioritize, and work effectively in a fast-paced environment.
- Physical stamina and ability to perform manual labor, including lifting heavy equipment and working in outdoor environments.
- Valid driver's license and clean driving record.
- Be available to work long hours and possible weekends during summer months.

#### **Demonstrated Ability:**

- Speak and read English.
- Listen and follow directions; read and comprehend blue-prints, technical installation guides, and troubleshooting guides.
- Use digital tablet for record keeping and communications.
- Ability to operate a computer.
- Ability to lift and convey 40 to 50 pounds.



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**Qualified individuals should send a resume and a cover letter to [office@bbcpools.com](mailto:office@bbcpools.com).**

**EEO Statement**

The Company provides equal employment opportunity to qualified persons regardless of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other categories protected by law.

**NOTE:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.