

# JOHN J. RUTKOWSKI

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## CAREER OBJECTIVE

A position that utilizes my extensive experience with major, multi-project residential and commercial projects from site acquisition through warranty service, including Engineering, Budgeting, Contracting, Management of site improvements, houseline construction and all personnel.

## PROFILE

- Over 20 years of hands-on supervisory, inspection, management and consulting experience for a broad range of construction and contracting assignments for residential homes, apartments, office center complexes, municipal and commercial applications.
- Proficient in site work analysis for bids and contract proposals, reviewing of architectural drawings, preparing of construction contract documents and schedules, evaluating and qualifying contractors, and negotiating the terms and conditions of contracts with sub-contractors, architects and engineers.
- Recognized for successfully and quickly resolving problem-ridden situations by anticipating logistical delays and correctly scheduling all contractors.
- Working knowledge of the current state, local and municipal codes, as well as industry and government related safety, and environmental guidelines and regulations.

## CONSTRUCTION CAREER HISTORY

**THE PRC GROUP**, West Long Branch, NJ

2003-2009

### ***Vice President, Residential Construction and Development***

- Responsible for all residential site improvement, houseline construction and warranty service of simultaneous multiple projects.
- Analyzed site engineering and prepared preliminary budget prior to land acquisition.
- Prepared all site improvement budgets and procured contractors throughout bidding process.
- Oversaw and managed key personnel regarding site improvements, houseline construction, home delivery and warranty service post-closing.
- Interfaced with Sales & Marketing Department during entire project.
- Developed proformas for prospective projects with CFO.
- Selected accomplishments:
  - Reorganized three struggling projects, turning them around and closing 40+ homes within 18 months.
    - Successfully opened five new projects: Galloping Hills West (Millstone Township), Brookside at Manalapan, Winding Woods, Potter Glen (Freehold Township) and Heather Glen at Scotch Plains
    - Prepared all site improvement budgets and procured all contractors. Oversaw all houseline budgets and buy out for all projects. Finished the above projects and obtained township bond releases.
  - Bank joint venture with Amboy Bank: In a team effort with Purchasing Manager and Sales/Marketing staff, prepared cost to complete budgets for 40 + units partially completed and another 70+/- new homes to be built including all unfinished site improvements.
    - This work was an effort to procure a joint venture for the completion of Birch Hill at Old Bridge (Kara Homes foreclosed project). As successful bidders for the project, completed all started construction activities including a 7500 sq. ft clubhouse within 90 day for a Memorial Day grand opening.
    - As construction managers for The Monmouth (Point Pleasant), prepared costs to complete budgets for eighteen, 4,000 sq. ft. luxury units to be completed. Again after being awarded the job, completed all units and designed, built and furnished a 4,000 sq. ft. model which is now open.
    - Personally appointed to the board of Directors of Heather Glen at Scotch Plains a 41 home active adult community built by PRC, serving as President.
    - Served on the board of Directors for Madison Crossing at Birch Hill and the Monmouth in Point Pleasant as part of the build-outs of these foreclosed communities.

**CONSTRUCTION CAREER HISTORY**

(continued)

- Managed all project managers, community administrators (on site) and warranty service director and manager. Set up and implemented all interoffice procedures for all construction activities including selection sheets, price requests, selection procedures at sales sites, change orders, 45 and 15 day closing notification, quality, pre-closing, and closing walk through with buyers.
- Set up and implemented a project manager's handbook outlining all field procedures with a notification log of any changes or additions.

**MATZEL & MUMFORD**, Hazlet, NJ (A Division of K. Hovnanian, Inc.)

1992-2003

**Project Manager** with total accountability for starting and completing numerous projects.

- Total project responsibility from set-up of sales facility and models to bond reduction at completion of project while working in tandem with architects, engineers and sales.
- Sourced, qualified, and recruited all sub-contractors and vendors.
- Worked closely with sales staff and main office on status of all additions and options; including pricing, purchasing and coordinating installation.
- Organized, scheduled, and superintended all day-to-day operational and administrative facets of these multi-unit construction projects.

**JKS CONSTRUCTION COMPANY**, Middletown, NY

1990-1991

**Project Manager** with \$5 million/15 employee general contracting firm, specializing in Municipal and State Construction and Renovation projects:

- Recruited as Project Superintendent, promoted to Project Manager to orchestrate the efforts of up to 25 sub-contractors and vendors in the completion of four municipal renovation projects costing over \$3.5 million.

**MPW COMMUNITIES OF NJ**, Allamuchy, NJ

1985 – 1990

**Director of Construction** with \$40 million/75 in-house staff development and construction firm, specializing in Condominiums, Townhouses, and Single Family Residences.

- Supervised numerous major projects including a 100-unit waterfront project.

**EDUCATION*****B.A. in Political Science, Benedictine College, Atchison, KS,***

Successfully completed the **Leadership Development Program**  
At K Hovnanian. Received placement on the "Ready Now" list for executive positions.

OSHA 40HR Hazardous Waste Operations Certified