

**Status:** Exempt**Reports To:** *President***Job Description**

Senior level management position requiring a high degree of independent decision making and professionalism. Within the authority limits delegated by the President, is expected to be capable of assuming complete responsibility of all essential division functions. May function as Project/Construction Manager on assigned projects. Makes decisions and recommendations that have a major impact on client relations, profitability, and the future of Eichleay.

**Typical Duties:**

*Typical duties will include but not be limited to the following:*

- Directs the overall construction management, organization, and operations of all projects and related construction activities for the division.
- Participates in division and corporate policy recommendations. Formulates construction management (CM) policies, plans and programs from division and corporate policy.
- Reviews and approves data submitted by staff for business development proposals. Provides direct input for proposals, strategic plans, presentations and contract negotiations. Participates in final pricing of proposals by providing counsel and information pertaining to the CM aspects of the project.
- Represents Eichleay management when making presentations to potential clients, detailing Eichleay's CM capabilities in connection with business development efforts.
- Performs all functions inherent in management and supervisory positions through directing, planning, organizing and coordinating.
- Develops and maintains client liaison for active projects, and acts in an advisory capacity to current clients, maintaining close liaison by conferring on existing and/or potential services.
- Responsible for the quality of services provided by the CM organization in their relationship with other divisions and departments, corporate organization, client representatives, contractors and suppliers.
- Appoints Construction Managers to assigned projects. Approves the selection of field Construction Managers for all projects. Approves selection of other CM support.
- Develops annual operating plan and budget for the Construction Management Division.
- Responsible for CM employee staffing and administration.

- Implements and provides guidance concerning personnel policies relating to salary, performance evaluations and other requirements.
- Responsible for ensuring coordination with project controls to develop cost estimates, quantity takeoffs and manpower requirements for proposals, forecasts and change orders on assigned projects.
- Responsible for ensuring that project status and financial reports are provided on assigned projects, and for initiation of any necessary corrective actions.

**Essential Functions:**

*Responsibilities will include but not be limited to the following:*

- Perform assignments independently with instruction as to the general results expected, and with guidance from the President.
- Interact and negotiate with top-level managers of Client companies.
- Extensive and independent contact with Clients, vendor's representatives and project field personnel.
- Maintain regular contact with all assigned project Clients, including development of personal relationships, and strive to keep Client satisfaction at high levels.
- Develop a quality relationship with assigned Clients and analyze Client circumstances for new business opportunities.
- Responsible for planning, scheduling, conducting and coordinating the technical and management aspects on projects.
- Negotiate labor agreements.
- Develop construction bid documents and negotiate contracts with contractors, subcontractors, and suppliers.
- Assign discipline personnel to projects.
- Ensure effective communication and coordination on projects between all disciplines and parties.
- Resolve disputes and conflicts related to projects and Clients.
- Demonstrate an expertise relative to constructability as applied to construction methods and materials, and the economics involved.
- Direct and/or participate in jobsite visits, Client meetings, and presentations.
- Keep President informed of all circumstances that could affect projects or Clients.
- Keep abreast of technological developments.
- Attend technical and professional society meetings and seminars.

**Education/Experience:**

- Advance knowledge of construction, construction management, and design-build construction obtained through a combination of experience and education.
- Bachelor of Science degree in an engineering, construction or scientific discipline is desirable.
- Specialized courses in construction management and/or managerial concepts.

**Skills and Special Requirements/Licensing:**

- Some AutoCAD knowledge desirable.
- BATC Safety Training.
- Experience in working with multidiscipline projects.
- Excellent computer skills in Microsoft Suite (Excel, Word), Primavera or MS Project.
- Pre-employment drug and alcohol screening, background screening including previous employment, education, criminal history, and driving record.
- PE license, PMP certification, and/or California Contractors license preferred.

**Work Environment and Physical Demands:**

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.
- Overtime may be necessary as workload's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to and visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Eichleay's office, appropriate safety training and safety equipment will be provided by Eichleay and/or Client as required.