

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

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**Job Title:** Vice President of Construction

**Status:** Full Time

**Reports to:** President/CEO

**Job Summary**

The vice president (VP) of construction management operations overseas not only day-to-day operations, but also the financial well-being of the various projects under their supervision. They oversee hiring project managers, writing contracts, and helping design construction plans. The vice president of construction management operations serves in a hands-on role in nearly every aspect of construction management; not only are they responsible for hiring and supervising the project management team, but they are also in charge of creating and managing budgets.

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The ideal candidate for this position would need to have an extensive knowledge of how a basic construction site works, as well as a general understanding of the real estate industry. The vice president of construction management operations helps write up contracts, put together designs, and work directly with clients to ensure projects meet their expectations.   
  
Vice president of construction management operations generally must have a minimum of 10 years’ construction experience, as well as a bachelor’s degree. Experience or education in finance and real estate is also a requirement. Prior leadership or supervisory skills are a must. With new technologies emerging every day, this vice president needs to have a thorough understanding of emerging relevant technology. Leadership skills and proficiency with basic computer programs such as the Microsoft Office suite are needed as well.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

* Hire, manage, and evaluate superintendent staff.
* Create and maintain a safe and secure worksite.
* Ensure that procurement of materials, supplies and equipment meets project needs.
* Direct, measure, and report progress towards project goals.
* Providing proactive leadership and direction to maintain the highest level of quality on every construction project
* Managing the financial success of the division by reviewing the financial status of all projects on a regular basis, assessing long-term profitability, and monitoring the cash flow/collection process
* Negotiating contracts with clients
* Preparing and reviewing budgets and evaluating historical production rates against actuals to provide guidance to project teams
* Mentoring and managing project teams
* Providing leadership in safety, following the company’s safety culture, practices and procedures Manages the development, operations, and financial aspects of the organization's products and service.
* Directs landscaping construction functions and sequences of work to obtain optimum utilization of work force and equipment and meet production/revenue projections within budget.
* Directly involved in managing job cost analysis on all projects to ensure consistent profitability on all jobs, and to identify and make improvements where needed.
* Exemplify leadership qualities by showing direction, support, and motivation of staff.
* Responsible for the execution of the company’s strategic goals in line with the company’s Vision and the outlined direction and budgets of the company.
* Establishes operating policies consistent with the chief executive officer's broad policies and objectives and ensures their execution.
* Creates the structure and processes necessary to manage the organization's current activities and its projected growth through the design, development and implementation of Departmental policies and procedures with Standard Operating Procedures (SOPs).
* Manages and assists in the smooth and efficient flow of information through the IT/ELLA and all departments.
* Directly accountable for P&L, client relations, and operations management.  
  Directs and coordinates the establishment of budget, job costing and standardized pricing programs to meet profitability goals. Calculates labor, equipment, material, and overhead costs to determine minimum estimate or bid, which will provide for margin of profit.
* Analyzes general economic, business, and financial conditions and their impact on the organization's policies and operations.
* Oversees and monitors purchasing activities of raw materials, equipment, machinery, and supplies in the company through the Director of Purchasing.   
  Directs and coordinates estimating functions of the company to ensure accuracy, profitability, and competitive edge.

**Job Skills & Qualifications**

* 15+ years of construction experience managing a division or managing multiple projects as a project manager with at least 10 of those years managing people.
* Bachelors or higher in construction/engineering/architecture preferred
* Demonstrated commitment to safety
* Proven ability to provide a vision and path to achieve long-term goals
* Experience related to all types of commercial projects including Hotel/Hospitality/Institutional/Higher Education/Multi Family Construction Projects
* Previous profit and loss responsibility
* Demonstrated knowledge of construction contracts, claims management and dispute resolution
* Proven success managing, leading, and coaching project teams
* Previous experience and proven track record working on building envelope projects
* Previous experience negotiating contracts directly with clients and maintaining a strong company position in regard to contractual rights and protecting the company’s interest

**Desired Job Requirements**

* P&L, Excel, Word, Procore, MS Project, Cost Estimating

**Working Conditions**

* Ability to work full-time (8am – 5pm)

**Compensation**

* Salary Exempt role

**Direct Reports**

* Direct Reports

**Physical Demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**