

Description: Director of Design & Construction Management

Job Purpose: Assumes responsibility for assigned services and activities related to the management of construction projects, including design, bid, post-bid inspection, construction, and related functions and professional contracts; ensures completion of projects within budgetary, regulatory, and time constraints.

Job Duties:

- Coordinates, manages, and monitors the General Contractor, their staffing, and operational activities for the assigned construction duration; responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and city staff regarding construction projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends resulting policies and procedures.
- Identifies opportunities for improving methods and procedures; identifies resource needs; reviews with appropriate management staff; recommends improvements; ensures construction files and records are appropriately maintained.
- Directs, coordinates, and reviews the work plan for construction services and activities; assigns work activities and coordinates the work of professional and engineering staff and private contractors; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with general contractor, architects and engineers to identify and resolve problems.
- Supervises and reviews the design of assigned construction projects for clarity and constructability; directs the preparation and/or review of plans, specifications, estimates, and contracts for assigned projects to ensure highest and best design at most efficient utilization.
- Works to correct deficiencies; recommends and oversees contractor and consultants.
- Participates in the administration of construction budget; monitors and approves expenditures; recommends adjustments as necessary.
- Provides staff assistance to senior management; conducts a variety of studies and investigations; develops and recommends modifications to construction pipeline, policies, and procedures as appropriate.
- Coordinates construction and inspection activities with those of other departments, outside agencies, and organizations; resolves sensitive and controversial issues.
- Performs a variety of construction conflict resolution duties; resolves engineering problems in the construction phase with advisement from the design consultants; acts to resolve construction and inspection problems with project contractors, private engineers, and owner/developers.

- May be required to serve on boards, commissions, and committees; may represent the company at Planning Commission meetings, City Council, or other public meetings; prepares and presents reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of commercial and multi-family design and construction management.
- Responds to and resolves inquiries and complaints.
- Performs related duties as required.

Desired Skills and Experience

- Strong commitment to safety, team work and passion for real estate development
- 10-15 years experience in the fields of architecture, construction management or engineering
- 3 years of experience in a managerial position
- Bachelor Degree in Architecture or Construction Management
- Excellent written and oral communication skills
- Strong leadership and team building skills