

INTRODUCTION

The Director of Construction's function at TXMC is key to the overall success of our operations.

The Director of Construction will oversee four to six project teams including TXMC employees, subcontractors and suppliers during the course of the project. The Director of Construction must pay specific attention to all aspects of each project in order to ensure each team delivers the highest level of quality in the shortest amount of time at the least amount of cost.

The Director of Construction is appointed by the Vice President and must have the following qualifications:

- Ability to thoroughly understand the needs of each project, including staffing needs, construction means and methods and the construction documents for the construction of the project
- Ability to lead multiple teams via sound leadership skills including sound decision making, delegation, empowerment and passion for the work
- Thorough knowledge of construction techniques and the imagination to derive the most efficient method of completing the task
- Foresight to predict problems before they develop
- A conscientious attitude towards controlling job costs, adhering to progress schedules and achieving the highest level of quality obtainable

PURPOSE

The purpose of this standard procedure is to define the job description of the Director of Construction through the outline of their duties, authority and responsibilities.

AUTHORITY

The Director of Construction reports to the Vice President and is granted full authority to supervise, coordinate and schedule all personnel and subcontractors under their jurisdiction.

RESPONSIBILITIES

The Director of Construction is directly responsible to the Vice President for the proper discharge of their duties. They may delegate portions of their authority to other qualified personnel without relinquishing total responsibility.

DUTIES

The Director of Construction's principle duty is to properly oversee their project teams in order to achieve maximum production in the most efficient manner while maintaining tight fiscal and scheduling control of the project. In order to carry out this overall obligation, the following duties must be properly fulfilled:

- Manage and oversee the development process including the design of each project with professional consultants with an emphasis on quality, value engineering, cost reduction and on time delivery
- Review and sign-off on the design documents during the design process and expedite all required internal approvals
- Oversight and responsibility of the construction process for success in meeting established safety, quality, schedule and budget targets for all assigned projects
- Ensure the vision and quality of project are maintained, and that the project is meeting all requirements of the Owner
- Support and implement company construction policies and safety procedures

DUTIES CONTINUED

- Direct and supervise all office and field staff assigned to this position
- Assist project managers in establishing project budgets and work with each project manager throughout the buyout process to meet established budget goals
- Oversee and assist the project manager in the assembly of bid comparisons, recommend bidder short list, and work with project team to negotiate final subcontract awards
- Review and approve subcontracts, purchase orders, and change orders prior to issuance
- Oversee negotiation of all extra work related to assigned subcontractors on each project
- Approve project schedules developed by the project manager and project superintendent
- Oversee necessary jurisdictional approvals and permits as well as negotiating agreements with all required utility and service providers
- Perform monthly reviews of designated project reporting documents with the project manager
- Oversee the maintenance of the plans, documents, schedules, contracts and budgets with the framework of the company
- Oversee flow of all documents to and from consultants, subcontractors and suppliers
- Oversee the monthly payment process to subcontractors and suppliers and ensure that all entities are paid appropriately and timely. Monitor invoice and payment issues, problems and back charges
- Review and critique monthly project management reports, cost summaries, budget revisions and cost corrections on each project
- Work with project team to perform subcontract closeout process and issues required paperwork
- Oversee the superintendent and other job site staff on each project and assist them in any way necessary to successfully complete the project
- Establish, set and attend regular job site meetings with the project manager and superintendent
- Participate in monthly project reviews with the project manager and superintendent to discuss current project status and resolve issues
- Participate in regular project walks through the course of construction with the project manager and superintendent

QUALIFICATIONS

This position requires:

- 4-year degree in construction management or related field
- 10 to 15 years of construction management experience in leadership position
- Applicant must be organized
- Applicant must be able to meet deadlines
- Applicant must have bias for action
- Ability to confront and influence in a positive manner
- Applicant must be proficient in math, computer competent and have good written/oral communication skills
- Must be open to new ideas
- Must have a commitment to leading multiple project teams

IN-DIRECT REPORTS/SUBORDINATES

- Project Managers
- Assistant Project Managers
- Construction Superintendents
- Assistant Construction Superintendents
- Project Engineers
- Administrative Assistant