

Director of Construction

Overview

- The director of construction job description entails overseeing and handling various parts of construction projects, such as planning, directing, coordinating the activities of workers, choosing contractors, and monitoring performance.
- Responsible for overseeing the completion of construction projects by handling planning, budgeting, and making key decisions to ensure that construction projects are in conformity with the proposed budget and completed on time.
- Communicate effectively and professionally both verbally and in written correspondence. Work closely with the construction team to ensure open communication on all matters. Develop a strong environment conducive to proactive resolution of issues and strong commitment to producing a quality end result.
- May be required to attend and proactively participate in construction meetings to communicate with staff, supervisors, and other parties involved in the construction project to discuss budgets, plans, and goals.
- Must have excellent time management skills, verbal and written communication skills, and good teamwork skills. Other skills are strong interpersonal skills, good decision-making skills, and good physical strength and stamina; good project management skills, good leadership skills, and ability to pay particular attention to detail.
- To create a culture and build comradery amongst our construction team.

Point of Contact for Project Managers/Superintendents

- Direct line of communication for PM's & Supers.
- Conduct regular site visits and spend time in person with our PM's, Supers and subcontractors.
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures; Analyze, manage, and mitigate risks; Ensure job site cleanliness.

Oversight & Reporting

- Oversee project schedules and ensure that managers/supers are staying on track.
- Monitor daily reports and compile weekly reports for all jobs under construction for partners.
- Make sure that construction standards are of high quality and ensure the use of proper construction techniques.
- Make decisions to prevent problems and help identify and manage any emerging issues.
- Meet construction budget by monitoring project expenditures; identifying variances; implement corrective actions as needed.
- Review all change orders and advise action.

Budgets/Contracts/Subcontractors

- Review budgets for each job on a monthly basis and coordinate quarterly budget reviews.
- Oversee and handle the negotiation of terms of agreements, drafting and negotiations of contracts, which involves negotiations with vendors and other professionals, and renegotiating contracts with contractors and subcontractors when changes occur.

- Manages sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Reviewing and contracting site construction packages.