JOB DESCRIPTION

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| **TITLE:** | Construction Solutions Program Manager | **DATE:** | 3/2020 |
| **REPORTS TO:** | Constructions Solutions Director | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Constructions Solutions | **MGT/SPVR:** | No |

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**SUMMARY**

Responsible for keeping track of the big picture, monitoring of day-to-day construction solutions department operations and identifying potential areas of improvement. The Program Manager’s responsibilities include:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Assist Construction Solutions Director with long-term planning to create initiative that further the department’s overall goals.
* Manage account setup and maintain accounts.
* Oversee project team members to ensure that projects are completed per the quoted scope, cost and schedule.
* Ensure that specific project and program objectives are defined for areas of responsibility, and that necessary preliminary activities (e.g., determination of outcomes, milestones, viability studies, and resource, planning, among others) are completed to allow for effectiveness and focus during later stages of completion.
* Work with internal teams including sales, marketing, business development, project management and design to deliver customized implementation plans.
* Assess and analyze department budget to find ways to minimize expenses and optimize profits.
* In conjunction with Project Manager(s), monitor project financial performance in real time against budget and work to minimize margin erosion.
* Act as primary point of contact/liaison with construction solutions vendors, manufacturers and subcontractors.
* Communicate with the Construction Solutions Director, or other senior officials, about shifting department priorities and projects.
* Identify potential problems and points of friction and work to find solutions in order to maximize efficiency and revenue.
* Identify opportunities to expand or shift course in order to take advantage of changes in the market.
* Analyze actual labor time expended by project managers and installation team to ensure up-to-date knowledge of budget versus actual for assigned projects.

**SUPERVISORY RESPONSIBILITIES & QUALIFICATIONS**

This job is a leadership position with many responsibilities. It is therefore important to have a diverse skill set including:

* “Big picture” thinking, ability to address top-level concerns and find the best path forward from all available data.
* Interpersonal skills – Communicate with both Construction Solutions Director and construction solutions team in order to create and administer policy.
* A thorough understanding of financial and budgeting processes and principles in order to assess the department’s earnings and spending to find areas of improvement.
* Strong personal and professional judgement.
* Solves complex problems; takes a new perspective on existing solutions; exercises judgement based on the analysis of multiple sources of information.
* Adaptability – Ability to respond quickly to shifting realities and adjust priorities accordingly.
* Organizational skills and the flexibility to jump from priority to priority, a variety of functions and projects.
* Operational planning.
* Procedural development.
* Process improvement.
* Financial analysis/Financial management.

**EDUCATION and/or EXPERIENCE**

Requires a Bachelor’s degree in Construction Mgt, Interior Design, Engineering, or Facilities Mgt from four-year college or university and at least 5 years of related experience;or equivalent combination of education and experience.   Familiar with a variety of the concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience is preferred, as well as previous working experience with Microsoft Word, and Excel.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to read and analyze architectural drawings and blueprints. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply the concepts of both college level Algebra and Geometry, including, Pythagorym theorem. Ability to calculate and layout both radii and ellipsoids. Tasks regularly include the addition and subtraction of complex fractions, ability to calculate figures in millimeters, centimeters and fractions to the nearest 1/64”; ability to convert figures to any of the formats at any time. Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY**

Ability to exercise independent discretion with regard to defining problems, collecting data, establishing facts, and drawing valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The employee must provide own transportation, proof of valid state drivers license, and proof of insurance of an operable vehicle.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel and to operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to stand, reach with hands & arms; climb or balance; stoop, kneel, crouch, or crawl; The employee must occasionally lift &/or move up to 20 pounds and occasionally lift and/or move up to 45 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to travel to client sites up to 80% of the time.

**WORK ENVIRONMENT** The *work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is occasionally exposed to adverse weather conditions, moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate, but can be loud if working at a customer construction site.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.