

# Construction Division Manager

## Position Description



**Reports to:** Operations Manager  
**Division/Department:** Production  
**Supervises:** Estimators/Project Managers  
**Status:** Full Time, Exempt

### OVERVIEW

To manage, plan, direct and administer policies and goals for the company's construction division regarding profitability, performance, work competency and growth.

### JOB DESCRIPTION

#### Responsibilities

##### Business Development/Marketing:

Represent company in new business opportunities through contacts with parties who are a critical part of new project possibilities. Secure follow-up work with existing clients based on performance.

##### Estimating:

Provide division with sufficient estimating capabilities and proper direction. Oversee the preparation of all bids, estimates and budgets.

##### Financial/Budget & Cost Control:

Develop revenue and profit projections. Review, recommend and monitor annual and long-term budgets to ensure adherence to expense control and achievement of revenue projections.

##### Operations/Project Management:

Manage and direct day-to-day activities of division staff in line with established policies, practices and procedures. Assist directly in establishing long and short-term planning of objectives for company. Effectively manage overall planning and implementation of division projects. Provide division with appropriate staff, resources, and direction required to fulfill business development, financial, estimating, and operational goals. Oversee performance of design and construction phase of contract commitments to ensure profitability and timely execution of work. Maintain close contact with management during all phases of negotiated contracts. Plan, organize, direct and control all engineering operations, personnel, budgets and policies for the division.

##### Requirements:

10-15 years of effective construction experience resulting in completion of contracts within time and cost limits. Effective oral and written communication skills, strong interpersonal skills, decision-making ability, strong management and leadership skills, computer experience, bachelor's degree.

#### Physical Demands

Must possess:

- Mobility to work in a standard office setting and use standard office equipment.
- Accurate vision to read printed materials and a computer screen
- Ability to communicate in person, before groups, and over the telephone.
- Finger dexterity to operate a mobile device.
- Ability to stand squat, climb, bend, kneel, stoop, walk, push, pull, crouch and crawl for long periods of time.

**Working Conditions**

Employees may often work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

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Construction Division Manager      Date

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President      Date