



PROJECT DIRECTOR | San Jose | Exclusive Retained Search

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Career Description

Plans, directs, and ensures the effective execution of project or construction management services on large, complex, and high-risk projects. Ensures company standards and values are maintained on the project.

Responsibilities

- Directs, leads and is accountable for all phases of the project.
- Ensures project operations are executed in accordance with company project management procedures and policies.
- Plans, directs and is accountable for the achievement of project revenue and profit objectives and effective management of overhead costs.
- Maintains and ensures client satisfaction and effectively resolves complaints, when necessary, to secure repeat business.
- Participates in preparation and negotiation of owner contracts and ensures delivery and adherence to contractual requirements and that all aspects of owner contracts are accomplished.
- Oversees preparation and maintenance of project budget, construction schedule and master project schedule.
- Oversees preconstruction and construction progress and team performance to ensure conformance with schedule, budget, and contractual requirements.
- Implements and maintains effective systems of communication within and outside the project to ensure constructive relationships and the adequate flow of information.
- Ensures preparation and distribution of construction observation reports, progress status reports, schedules, pay applications and cost control reports.
- Ensures implementation and maintenance of effective document control mechanisms for the project including as built, submittals and requests for information.
- Maintains high quality standards, understands key process issues, and ensures implementation of process improvements for all work on the project.
- Identifies and manages risk on the project and advises and confers with regional executive prior to implementing risk mitigation actions.
- Assists with strategy development and substantially contributes to business development efforts for assigned projects including the preparation of proposals and presentations for new work.

- Actively participates in the business community and builds relationships within the industry to generate and enhance business opportunities.
- Ensures workplace health and safety policies and procedures are clearly communicated and understood by project employees and enforces rules fairly and uniformly.
- Proactively manages the training and professional development of project employees.
- Facilitates and ensures the continuous and effective execution of the performance management process for project employees.
- Manages the staffing and compensation of project employees in accordance with company policies and procedures.

Education and Experience Required

- Bachelor's degree from four-year college or university in architecture, engineering, construction management or related field.
 - Minimum 15 years progressive and position related work experience in construction management, and at least 5 years related work experience managing five or more employees required.

Desired

- LEED Professional Accreditation preferred.
- Certified Construction Manager (CCM) preferred. Knowledge and Skills.
- Knowledge of architecture, engineering and construction management industry including current conditions and industry network.
- Effective computer skills including proficient use of Word, Excel, Outlook, PowerPoint software required, and project management (Prolog) and scheduling database (P6) software preferred.
- Effective verbal and written communication skills, including the advanced ability to foster and maintain effective interpersonal relationships.
- Ability to provide leadership and financial management support to a large project team.
- Ability to demonstrate the competencies of achieving results, communication and building teamwork.
- Commitment to the values of the company with attention to honesty and integrity, quality of work, customer satisfaction, people development, profitability and managing change.

Competitive compensation package, to include bonus program, profit sharing, health care package.