

Job Description

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| Title: Director of Construction Operations | Position Classification: Exempt |
| Division: Electrical – Division 21 | Wage Scale: |
| Revision Date: October 2007 | Employee Approval: |

Organizational Relationship:

Reports to: President and CEO

Job Summary:

Plans, directs, coordinates and budgets activities concerned with electrical construction projects. Participates in the conceptual development of a construction project and oversees its organization, scheduling and implementation to ensure optimal profit margins. Serves as liaison between management, estimator, field foreman and customers.

Specific Responsibilities/Essential Functions:

1. Works with electrical estimators, field foreman, purchasing and customers to plan, organize and direct activities concerned with electrical construction projects.
2. In absence of senior management, responsible to oversee day to day operations of Division 21
3. Establishes project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications
4. Confers with management, co-workers, and customers to discuss such matters as work procedures, complaints and construction problems.
5. Initiates and maintains liaison relationships with customers and other contacts to facilitate project activities and other work related opportunities
6. Negotiates contracts, agreements and disputes with customers
7. Participates in the job hand-off meetings with field foreman and estimator.
8. Coordinates job briefings.
9. Monitors and controls projects through administrative direction of field foremen to ensure project is completed on schedule and within budget.
10. Investigates problematic situations and implements corrective measures.
11. Represents company in project meetings and attends strategy meetings.
12. Requisitions supplies and materials to complete projects.

13. Develops and analyzes reports concerning such areas as work progress, costs and scheduling.
14. Oversees administration personnel and assigns necessary tasks
15. Performs other related duties as required.

Qualifications:

Required-

- High school diploma or GED.
- College degree in management related field or related training from a technical college
- 3 – 5 years administrative experience in an electrical or related field.
- Self-motivated, goal oriented quality driven, and capable of working without a lot of supervision.
- The ability to prioritize and multitask to ensure projects and reporting mechanisms are completed with a quality results and in timely manner.
- Safety, Lock-out/Tag-out, HAZMAT, Forklift, Electrostatic Discharge, Foreign Object Damage, and Quality System knowledge and all OSHA requirements
- National Electrical Code (NEC) knowledge
- Provide basic electrical design for lighting layouts and power distribution
- Ability to read and/or understand electrical diagrams & blueprints
- Good math skills, including basic algebra
- Act in and looks out for the best interest of _____ at all times.

Desired-

- Field experience a plus.
- Good attendance history
- Current driver's license with good driving record

Working conditions:

- Electrical Hazards