



JOB DESCRIPTION

POSITION TITLE: **PROJECT EXECUTIVE** DEPARTMENT: Operations
LOCATION: Fallbrook, CA REPORTS TO: V.P. Operations
FLSA STATUS: Exempt PREPARED DATE: May 31, 2018

General Purpose:

The purpose of this position is to provide professional development of Straub's Project Managers into team leaders and coaches for Straub's vision. This management approach will focus on an integrated and collaborative process with all departments.

Key Performance Indicators (KPI's)

- Gross Profit: Coaches and empowers Project Managers to exceed the gross profit target on each project.
- Productivity: Reduces cycle time of construction (and design when necessary) through project managers' leadership, innovation and stakeholder buy-in.
- Customer Satisfaction: Receives "outstanding" owner's evaluations both interim and final on all projects. By way of surveys, Straub is the first choice of all designer, subconsultants and subcontractors.

Essential Duties and Responsibilities:

- Understand and personally commit to Straub's vision for the project management process. Fosters solid relationships with each project manager and becomes familiar with their behavior style, strengths and opportunities.
- Develops a thorough understanding of the Owner (Government's) requirements as described in the RFQ/RFP.
- Works closely with the V.P. Operations to promote healthy teamwork among all project stakeholders including Straub personnel, owners, subconsultants and subcontractors.
- Provides oversight and support for the project managers on all technical skills required for implementation and utilization of Straub's management systems as it relates to achieving both corporate and project goals.
- Supports project managers through participation in monthly Work in Progress (WIP) meetings and assists them with their presentation of current project status and performance.
- Evaluates project progress and results, coach to corrective action when necessary.
- Manages and ensures proper documentation throughout the construction process.
- Ensures that all owners' submittal requirements are met.
- Ensures Owner is notified in a timely manner of all deviations to RFP requirements.
- Establishes and maintains relationships with the project owners and design professionals to ensure project decisions and outcomes align with Straub's vision and project goals. Ensures that excellent client relations are maintained at all times, particularly when difficult issues threaten the relationship.
- Coordinates construction start up with construction all field staff (Project Manager, Project Superintendent, Quality Control Manager, and Project Administrator).
- Professional development of the project managers and project engineers assisting in identifying continuing educational needs, conducting periodic coaching sessions to facilitate and measure progress towards development.



- Ensures company policies and procedures are understood and implemented consistently.
- Conducts scheduled performance evaluations for direct reports.
- Identifies and implements new methodologies and technologies to keep the Company competitive in the marketplace.
- Develops and maintains a strong industry network; participates actively in industry and civic organizations to promote corporate citizenship.
- Confers with the V.P. Operations before contractually obligating the Company.
- Supports business development opportunities and participates in procurement of work, including constructability and budgetary reviews.
- Coaches the project manager vital factor team. Measures direct reports' progress to the vital factors and goals; takes corrective action as required.
- Interviews and recommends for hire to the V.P. Operations, new project managers and project engineers that meet the qualifications and assign with Straub's vision.

Supervisory Responsibilities:

Designated Project Managers will report to this position.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum 10 years' experience as a Project Manager or Sr. Project Manager.
CPR, First Aid, and OSHA 10-hour certifications.
Self-starter with strong planning and organizational skills and the ability to work with minimum direction.
Excellent communication, presentation, facilitation, consulting and team building skills.
Computer literate (Word, Excel, Outlook) with P3, Prolog and job costing experience.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions are normal for an office environment. Work is performed indoors, typically in an air-conditioned room. Moderate noise level due to light traffic, computers, printers, fax/copy machines.

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Executive Assistant. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that Straub Construction, Inc. is an at will employer.

Employee (Printed)

Date

Supervisor

Date

Human Resources

Date

