JOB DESCRIPTION

JOB TITLE: VP-Construction

DATE: 5/20/2012

DEPT/ DIVISION: Construction

EXEMPT STATUS: Exempt

REPORTS DIRECTLY TO: COO

POSITION OBJECTIVE

A Model Group Vice President-Construction (VPC) will set goals, monitor work and evaluate the results to ensure that business unit objectives and operating requirements are met and consistent with the needs and vision of the organization. To deliver top and bottom line results required of the business unit on an annualized basis.

JOB REQUIREMENTS (Major Duties and Responsibilities)

1. Plan, staff, and supervise all assigned work unit activities through subordinate managers to ensure a cohesive operational unit.
2. Provide advice, guidance, and direction to subordinate executives and managers toward their professional development.
3. Assist in the establishment, and ensure compliance, of operational units’ short-term and long-term goals with overall corporate objectives.
4. Serve on the Executive Management Team.
5. Perform additional assignments as required by the needs of the operational unit, company, or as directed by the COO.
6. Work himself/herself out of a job by training the next generation in project management, leadership skills, corporate culture and values.
7. Maintain primary profit/loss responsibility for assigned operational units.

VALUES, SKILLS, KNOWLEDGE AND ABILITIES

- Commitment.
  - Firm commitment to company’s core values: Accountability, Environmental Responsibility, Innovation, Sincerity, and Stewardship.
- Commitment to working in a collaborative, team environment.

- **Passion.** Demonstrate passion for people, urban areas, neighborhood revitalization, and mixed income housing.

- **Education Degree.** 4 year technical or business administration degree or equivalent (advanced degree may be helpful), plus extensive experience in the management of construction segments.

- **Personal Growth.** Have the desire and internal fortitude to give of your time, talents and resources to become the best version of yourself in order to positively impact others and the company.

- **Computer and Technical Skills.** Should be able to embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office and Timberline Project Management software, or equal. Ability to complete the following reports:
  - Daily Construction Reports
  - Weekly Progress Report
  - Monthly Project Report

- **Professional Experience.** Advanced knowledge of the construction industry and company operations required.

- **Personnel Supervision.** Manages and directs his/her direct reports, including:
  - Annual performance reviews of any direct reports.
  - Periodic reviews of progress toward annual goals of any direct reports.
  - Establishment of annual performance goals of any direct reports with Senior Project Manager.

- **Industry Knowledge.** Due to the variety of projects that the Model Group targets for construction, a wide breadth of knowledge is desired for the VPC to be viewed as a valuable resource by a variety of clients. This knowledge includes:
  - Commercial and residential types of construction and methods of project delivery.
  - Development of sites, utilities, and infrastructure.
  - Government services, including zoning, permitting, taxes, incentives and abatements.
  - Contracts and Agreement for effecting construction and real estate transactions.
  - Familiarity with sustainable design concepts.
  - An understanding of industry trends and innovations to be able to translate to Model projects.

- **Established Network.** The VPC will have relationships with trade associations, business influencers, and past customers.

- **Leadership.** The VPC must be able to lead both clients externally and project team members internally. Experience with responsibility for leading, supporting and managing a skilled staff and consultants. He/she is to train, instruct and mentor members of the team in various methods and techniques that will enhance the team and company performance.
- **Team-oriented.** Committed to working in a collaborative team environment.
- **Communication.** Developed writing and verbal communication skills and the ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
- **Time Management.** Developed organizational, planning and time management abilities utilized to solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.

**CONTACTS**

1. Frequent meetings with Directors within construction SBU.
2. Executive level interaction with Development, Corporate and Property Management.
3. Frequent contact with 3rd party construction customers and Development partners.
4. Frequent contact with Bonding, Insurance, Subcontractors and Vendors.

**EMPLOYEE’S SIGNATURE:** __________________________  **DATE:** __________________________

**HIRING MANAGER:** __________________________  **DOH:** __________________________

THE INTENT OF THIS JOB DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY EMPLOYEES IN THIS JOB. EMPLOYEES MAY BE REQUESTED TO PERFORM JOB-RELATED TASKS OTHER THAN THESE SPECIFICALLY PRESENTED IN THIS DESCRIPTION, AND WILL BE REQUIRED TO PERFORM ANY TASKS REQUESTED BY THE SUPERVISOR AND/ OR BY THE MANAGEMENT.

**APPROVED BY COMPANY PRESIDENT:**

________________________________________  **DATE:** __________________________