

## **Director of Construction**

National retail development company seeks a Director of Construction for its Southeast regional operations with an emphasis on Florida. As part of the development team, the Director of Construction is responsible for the pre-construction and construction effort on proposed locations for national retailers including site visit and review, layout, pre-development budget preparation, entitlement, budget preparation, bids etc. (all phases).

### Position Overview:

Manage new construction program for timely and on budget completion, site evaluation, budget preparation, environmental report reviews, A & E coordination, sign vendor management, contractor qualifications review and approval, bidding process, construction implementation, and all related activities necessary to attain corporate goals and objectives.

### Specific responsibilities:

- Oversee the construction component from site identification to turnover
- Perform project planning, timelines, and budgeting
- Assist in specific client store approval process, where applicable,
- Manage engineers, architects, and other vendors as well as communicating with legal counsel where applicable and assist in preparation of contract documents including GC contracts,
- Responsible for project entitlements, with city, county, state and other government entities-including presentations both internally to executives and externally to the appropriate municipal authority,
- Communicate effectively with municipalities, agencies, contractors responsible for completing various phases of the project
- Monitor the progress of the construction activities on a regular basis and participate on regular status meetings
- Periodic inspection of construction sites concentrating on quality control, completion of scope of work, and project deadlines
- Ability to travel and work varied hours (Travel 20% - 30%)
- Willingness to work in and about Florida and neighboring states when appropriate.

Knowledge and Skills Required:

- Excellent written and oral communication skills,
- Excellent organizational skills,
- Working general knowledge of current building codes and construction law

Software and Technical Skills:

- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and MS Project

Education and Experience:

BA/BS Degree in building construction management, engineering, architecture or a related field preferred, and at least 7 years of experience preferred. Salary commensurate with experience.

Qualified candidates only please.