

POSITION DESCRIPTION

Title:

Regional Manager

Primary Function:

Manage all activities pertaining to the Regional Office. Maintain relationships with existing clients, while supporting business development for new clients.

Reports To:

President

Responsibilities:

1. Represent the Firm in a professional manner.
2. Schedule and set priorities or projects within the office.
3. Assure that the office has the appropriate staff and expertise to manage projects.
4. Concur with work to be done; assign appropriate staff members to projects and other personnel matters within the office.
5. Supervise the project activities assigned to the office to assure that they conform to the work plan and that the Firm's standards are being met.
6. Look for ways of meeting project needs more effectively. Recommend new or changed approaches for Project Managers.
7. Respond to needs of Project Managers—assign priorities, expand total staff as needed to meet project demands, recommend adjustment in project staffing if necessary to use staff more efficiently.
8. Coordinate work efforts between Regional Office and Corporate Headquarters.
9. Monitor owner and consultant decisions affecting work effort.
10. Monitor the progress of all project tasks assigned to the staff.
11. Monitor the man hours spent by the office to ensure that a high percentage of hours is chargeable to projects.
12. See that needs for clients are met.
13. Help maintain established schedules and budget margins.
14. Monitor performance of and assist staff and Project Managers to ensure project results are consistent with the Firm's policies, procedures, and standards.
15. Help the President and staff to establish a yearly budget for the office.
16. Perform Marketing responsibilities with goals set by the Marketing Group.
17. Perform all responsibilities of the Project Manager in a supportive role, as required.
18. Maintain 70% direct time personally (production/project-related).
19. Perform the direct Project Manager responsibilities for designated projects, as assigned.
20. All other duties as apparent or assigned.

Staffing and Personnel:

1. Assist the HR Manager and President in interviewing and hiring staff by establishing wage levels, benefits, and merit review procedures of the office organization.
2. Implement a program mentorship within areas of responsibility to ensure personnel development and growth.

POSITION DESCRIPTION

Operating Management Group:

1. As a member of the Senior Management Team, will support overall management interface with the other members and contribute to the Team.
2. As a member of the Operating Management Group, will be responsible for tangible business results for the organization.

Qualifications:

1. Five to ten years experience including design contributions, production control (budgeting and time scheduling), office management, field observation, and client relations.
2. Ability to work with people.
3. Degree in Architecture, Engineering, Construction Management, or related fields.
4. Must be a registered discipline—P.E., AIA, or S.E.
5. High rating on StructureTec “Targeted Selection” criteria.
6. Must meet all requirements for the Project Manager position.