



## Job Description for Director, Design Build

Department: Design/Build  
Location: Cincinnati, OH  
Reports To: Market Leader, Design Build  
FLSA Status: Exempt  
Supervises: Project Managers  
Superintendents  
Approved By: Matt Blankenship  
Approved Date: February 13, 2018

### Summary of Responsibilities

The Director, Design/Build has complete Design/Build responsibility for his/her group's projects, starting at initial client contact and ending when the project closeout is completed. This position ensures that assigned projects meet all internal and external expectations including but not limited to client satisfaction, budget, timing, quality and safety. Additionally, ensuring that the group's actions are in keeping with Al. Neyer's vision, purpose, values, and mission. The role is responsible for the effective and full utilization of the team's capacity and for team member's development.

### Essential Job Functions

- Provides leadership in risk evaluation, contract negotiations, fee, and pricing decisions
- Provides oversight for budget and financial management of assigned projects
- Serves as primary contact for market leader relative to project performance
- Participates in Design/Build sales efforts with point responsibility for estimate and for proposal preparation
- Participates in development and lease efforts with point responsibility for estimate and "scope of work" preparation
- Ensures that the preliminary design, estimate and proposal conform to client's needs and expectations for budget, aesthetics, cope and schedule
- Negotiates construction contract terms with client or Development Group, subject to Market Leader, Design/Build approval
- Communicates project requirements and goals to project team members
- Cooperates with company's Development Group in support of company goals for real estate development, investments and revenues, especially when they affect or are affected by Design/Build
- May pre-qualify or engage primary subcontractors and suppliers and review their shop drawings for conformance with project objectives
- Maintains client contact and approves all project change orders
- Monitors project performance

*Employees may be asked to perform other tasks not listed in the essential job functions.*

## **Position Requirements**

- Proficient leadership and managerial skills
- Strong communication skills, both written and verbal
- Able to conduct tours of real estate sites and projects
- Provide a reliable vehicle for transportation of at least four people between regional clients' facilities, jobsites, and headquarters

## **Qualifications and Experience**

- Bachelor's Degree in Engineering or Construction Management, or previous experience
- Minimum of 8 years of project management experience with commercial and/or industrial
- At least 3 years' experience with conceptual estimating
- Sales experience in commercial or industrial construction
- Familiarity with Design/Build methodologies

## **Physical Demands**

Moderate physical effort required to sit, stand at files, bend, stoop, lift, walk and climb. Maximum unassisted lift is 70 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car/truck.

## **Environmental Requirements**

Moderate to extreme outdoor conditions. Above average noise levels. Protective equipment is required.

Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.