



Job Description: Manager of Construction

Revised: May 2011

Business Unit: Construction

Employee Type: Exempt

Reports To: Vice President of Construction

Purpose: Responsible for the staffing, training, and management of multiple on-site construction project teams.

Work Schedule: Varies by location. Must have open availability any time any day of the week.

Essential Skills (*may include but are not limited to the ability to*)

- Interview and hire site manager and superintendents.
- Work with site managers and human resources support group to fill other staff and craft manpower needs.
- Provide or delegate year end evaluations for all site staff personnel.
- Work with safety and human resource support groups to provide supervisors and craft training.
- Monitor on-site performed processes (i.e. labor management, site organizations, administrative paperwork, etc.)
- Monitor on-site performance results (i.e. safety, quality, schedule, budget, customer satisfaction, etc.)
- Provide constructability input to Engineering.
- Understand technical drawings and specifications for industrial construction. Interpret design/drawings for crafts installing material.
- Understand detailed project schedules including required predecessors and successors to each activity.
- Work within Company policy as outlined in the Lauren Engineers & Constructors Employee Handbook and in compliment with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules.
- Perform other duties as assigned by the supervisor as needed.

Essential Qualifications

- Excellent working knowledge of construction materials and methods.
- Excellent verbal and written communication skills.
- Working knowledge of contracting business administration.
- Knowledge of codes that apply to industrial construction
- Operate computers (Microsoft applications: Excel, Word and Outlook)
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)
- Minimum of 15 years of construction project management experience.

Physical Requirements

- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate object

Environment: Most work is conducted in a comfortable office environment but exposure to site and weather conditions also occurs. Field construction work is performed outside so exposure to all types of weather conditions, including extreme heat and cold, is common. Personal protective equipment, including but not limited to hard hats and safety glasses, must be worn in all areas as required. Although the work usually is not considered inherently dangerous, must be careful while performing onsite services.

Employee/Candidate Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand, if hired, that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date