

Position Specification

Construction Management Firm

Vice President & Area Manager – Houston Commercial Division

The Company

Our client is an award-winning construction management firm. The company's total revenues are approaching \$1 billion and it is poised for significant growth. Recently the company embarked on its next steps as an organization by establishing a strategic plan to grow the business organically by 50% within the next five years.

of industrial and commercial markets.

As the company continues to implement its critical five-year strategy, it has identified the need to hire an Area Manager for the Houston Commercial division. This role will be a strategic business partner to the overall team.

The Position

Location

Houston, Texas

Overview

The Vice President & Area Manager functions as a critical member of the overall leadership team for our client and the top leader for Houston Commercial division. This role is responsible for the strategy, operations and business development activities for the projects, services and related business initiatives within the division. The role is accountable to exercise direct supervision over Project Directors, Project Managers, Project Engineers, Superintendents and office personnel in the division. The Vice President & Area Manager will provide leadership and guidance to the Project Teams; assist them in planning, implementing and coordination of work to secure timely and economical completion of all projects with high quality; and, maximum profits consistent with the established goals and missions of the company. Additionally, the Vice President & Area Manager will be critical in the identification and training of personnel who exhibit abilities to grow and/or advance within the company. Finally, this role will be charged with the assessment and on-going development of the company's capability to compete in the marketplace.

Reporting Relationship

The Vice President & Area Manager will report directly to the Regional President. Reporting directly to the role will be a team of operational, administrative and business development professionals. Additionally, on a dotted-line basis, this position will manage a financial team and a safety team. The overall team size is 15 people which not include hourly employees. The Vice President & Area Manager sits on the Chief Executive Officer's Senior Management Group. This person will also be responsible for interacting across the organization, as well as work directly with clients, vendors, professional and community organizations and regulatory authorities.



Travel

Minimal travel outside the Houston, Texas area will be required.

Essential Duties and Responsibilities

- Complete all job functions as assigned including ensuring proper safety requirements and guidelines are met, as well as all company policies and procedures.
- Monitor job cost, schedules and work quality.
- Review projects to be bid or negotiated as to staffing, schedule, labor cost and equipment needs.
- Provide “heads-up” coordination with project managers on changes in scheduled supervision.
- Select and place key personnel for field assignments.
- Prepare and conduct timely performance evaluations of field and office personnel.
- Secure new business.
- Assist in the recruiting and training of personnel.
- Participate in selected local, regional and national civic, social, and professional organizations to promote the company.
- Visit all division jobsites at a minimum of once per month. Distant and more complicated projects will require more on-site visits, which may, as necessary, require extended stays.
- While on-site, inspect project overall status including, without limitation: safety policies and procedures adherence, schedule status and update of schedule changes/modifications, documentation process and status to Owner and A/E on changes and potential impact issues, continuity of on-site team, and any other items necessary to promote success of the project.
- Report findings and maintain constant communication of projects’ status with Regional President.
- Manage the financial and accounting aspects related the division’s projects and the overall division’s financial performance.

The Candidate

Education

Bachelor’s degree in engineering, construction management or comparable area or a combination of equivalent education and experience. An MBA would be a plus but not a must.

Professional Qualifications

- Must have a minimum of 10 years of progressive experience in the engineering, construction management or related fields.
- Extensive experience as a project executive/manager.
- Comfortable in a design-build, construction management and similar environments.
- Management background in process installation work.
- Strong knowledge of the Houston market would be a strong plus, but not required.
- Experience with working in both a self-performance construction environment as well as an environment of managing subcontractors to complete projects.
- Ability to lead large groups of personnel and to accomplish desired results through subordinated levels of management.



- Experience representing an organization and its culture to parties both inside and outside the organization.
- Ability to oversee project schedules, rental inventory, and job estimates using personal computer software.
- Capacity to read and interpret construction drawings, shop drawings, and specifications.
- Demonstrated ability to communicate effectively, both orally and in writing, especially in providing instructions to employees and in communicating with clients, architects, engineers, subcontractors and vendors.
- Experience in preparing detailed construction project plans, schedules and cost estimates.
- Evaluate business opportunities and defines strategic business direction with the division.
- Develop and implement action plans to achieve business targets for the division.
- Maintain productive relationships with key clients and client prospects, continuously monitoring the degree of client satisfaction with services delivered.
- With the Business Development Director, manage assigned business development professionals engaged in day-to-day business development activities within the market segment.
- Ability to grow and sustain an organization structure which positions the Company to deliver products and services in an efficient, productive and profitable fashion.
- Track record of recruiting, educating and developing manpower resources at the level necessary to meet manpower needs of current and forecasted workloads and business initiatives.
- Experience managing the financial performance of a division, in terms of volume and margin would be a plus.
- Demonstrated ability to see current trends, predict future impact of these trends on the business and potential solutions and opportunities related to these trends.
- Proven track record of mentoring and developing individuals and teams.
- Demonstrated work ethic coupled with a healthy fear of failure.
- Comfortable with a high degree of structure yet also possessing a strong personality.
- Strong understanding of construction costs and the accounting for those costs on a project-by-project basis as well as in aggregate.
- Successful track record of developing, changing and growing a business functional area.
- A servant leader with hands-on operational style and strong administrative skills.
- Unquestionable character and integrity coupled with a high degree of humility.
- Demonstrated leadership, working with senior level executives in a fast-paced environment.
- Past track record of growing and developing a positive, safe and effective culture.
- Proven ability to determine key business issues and develop action plans.
- Must be analytical, self-motivated, a problem solver, with a strong attention to detail.
- Ability to balance multiple projects and meet necessary deadlines.
- Smart, humble, a team player with excellent listening skills.
- An energetic, warm, articulate, proactive, and mature executive with a keen and broad-based business sense, bottom-line orientation, and the ability to function as a senior strategist. Must be a key member of the company's senior management team while not losing touch with details.



To learn more about this opportunity or provide a confidential referral, please contact:

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