

JOB DESCRIPTION

TITLE: Sr. Manager, Construction and Facilities Project Management

FLSA: Exempt

POSITION CATEGORY: M3

General Summary

Responsible for managing the VSP Global Construction Program. Lead the Facilities Division Project Management Office (PMO), including project managers, nationally scaled supplier partners, design teams and engineering staff to complete multi-disciplinary projects to completion. Develop and maintain a strong supplier network and refine and implement processes and controls to support a growing geographic footprint of enterprise wide services.

Essential Functions

Manages the architectural/engineering design and construction of new facilities or renovation of existing facilities to ensure successful and timely completion of projects; monitor and assure that employees and projects are in compliance with government and site building codes and regulations.

Lead and oversee the Facilities Division Project Management Office (PMO). Maintain effective, well organized project prioritization tools, including financial management and record keeping related to all projects.

Develop and maintain efficient, compliant process and controls to power the Construction Management Program at an enterprise wide level.

Develop and maintain an experienced, scalable supplier network strong enough to support national and international project load.

Establish and maintain exceptional working relationships with internal business partners, which includes, GTS, Security, Finance, Legal, Internal Audit, Human Resources and Executive.

Manages the creation and implementation of all building related capital improvement plans for VSP Global.

Manages a multi-functional team, with varying levels of professional and non-professional staff, with multiple inputs and varied performance metrics and deliverables.

Monitor performance of direct reports; provide prompt and objective coaching and counseling; conduct performance reviews.

Participate in the hiring and interviewing process for open positions, ensuring that the most qualified candidates are selected.

Assure effective communications are maintained; inform employees as to plans and progress. Conduct employee discussion sessions at regular intervals

Responsible for the department budget; monitor expenses to ensure costs are within established levels

Job Specifications

Typically has the following skills or abilities:

Bachelor's Degree or Certifications in Construction Management, Architecture, Engineering, Interior Design, Business or related field; or related field

Twelve years Construction Management experience

Demonstrated experience with associated software applications, including CAD, CAFM, etc.

Twelve years combination of Management, Supervisory, or Leadership experience

Demonstrated experience managing project teams and projects

Demonstrated experience and ability to manage budgets

Demonstrated knowledge and experience with negotiations

Demonstrated ability to communicate effectively with all levels of staff

Ability to regularly exercises discretion and independent judgment in the performance of his/her job duties.

Working Conditions

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust etc.

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.