



JOB DESCRIPTION

JOB TITLE:	Senior Director of Construction Management
DEPARTMENT:	Construction Management
REPORTS TO:	Chief Financial Officer
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The Senior Director of Construction Management works in conjunction with the Chief Financial Officer to oversee the construction planning life cycle from preplanning through completion, applying specific timelines and funding.

PROGRAM MISSION: Construction Management exists to develop and enhance properties of the H. E. Butt Foundation to meet guest, employee, and environmental needs.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Manage new construction and renovation projects from concept to completion while ensuring project aspects of scope, budget, schedule, and contract compliance are carried out according to specified objectives as well as meet the H. E. Butt Foundation standards and contractual requirements.
- Administer policies and procedures related to construction project administration
 - Ensure adherence by all project contractors and consultants
 - Prepare project reports and schedules as necessary
- Manage the Construction Management department

Pre-construction Phase

- Ensure project budgets are prepared and approved.
- Review and verify constructability
 - Verify compliance of the plans and requirements
 - Establish and implement a construction schedule that is tracked and updated regularly with a monthly look ahead process.
 - Prepare Scope of Work.
- For smaller scale projects, manage procurement, bidding, negotiating of contract amounts and construction. To include:
 - Establishing construction schedules
 - Sending out invitations to bid. Responding to RFI's and submittals
 - Responding to consultants and subcontractors as needed



- For larger scale projects:
 - Engage external consultants (General Contractor, Architects, Designers, etc.) and review contracts and fee schedules.
 - Ensure a cohesive team exists within all consultants and clearly defined roles and responsibilities are in place.

During Construction

- Oversee activities of outside consultants to ensure compliance with established standards and contract requirements.
- Coordinate project activities; assign tasks and provides guidance to personnel responsible for specific functions or phases of the construction project.
- Effectively manage timely completion of projects.
- Serve as Owner's Representative.
- Ensure weekly jobsite meetings occur, participate as needed.
- Review monthly invoices and change orders.
- Attend monthly budget draw and cost to complete meetings.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree is required, preferably in Construction or Project Management
 - 10-15 years of experience accepted in lieu of bachelor's degree
- 5 years of experience in a Construction Management role
- 3 years of experience managing a team
- Proficient in Microsoft Office suite software.
- Adept in construction management software (such as Procore).

COMPETENCIES-Knowledge, Skills, and Abilities:

- Communications skills – written and verbal
- Planning/Organizing
- Analytical/Research skills
- Problem-Solving/Reasoning/Creativity
- Computer/Technical Literacy
- Flexibility/Adaptability/Managing Multiple Priorities
- Excellent Interpersonal skills
- Leadership/Management abilities
- Multicultural Sensitivity/Awareness
- Teamwork
- Construction planning and design skills

PHYSICAL REQUIREMENTS:

- Ability to be physically active for 8+ hours at a time, with appropriate breaks
- The employee must be able to lift and move items up to 50 pounds.
- This position is active and requires standing, walking, and bending.



- While performing the duties of this job, the employee is regularly required to talk and hear.

WORK ENVIRONMENT:

- Ability to travel between multilocational job sites such as San Antonio, Kerrville, and Leakey, Texas. Frequent visits to jobsites are required.
- This position operates in a construction and camp setting and is subject to outdoor conditions.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Ability to work varying schedules based on camping program needs, including some weekends.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE