



## **Operations Manager**

### **Job Summary:**

The **Operations Manager** will be responsible for overseeing the daily operations of commercial construction projects, ensuring efficiency, compliance, and quality. This role involves managing project teams, optimizing workflows, maintaining budgets, and ensuring safety and regulatory compliance. The ideal candidate will possess strong leadership, problem-solving, and project management skills to drive successful project execution. The Operations Manager is a role model, projecting the company's core values of respect, honesty, integrity, personal conduct and the safety of others.

### **Job Duties and Responsibilities:**

- **Project Management:** Oversee the execution of multiple commercial construction projects, ensuring timely completion and adherence to budgetary constraints.
- **Quality Control:** Implement and oversee quality assurance procedures to ensure all construction projects meet industry standards, client expectations, and company policies. Conduct inspections, identify defects, and enforce corrective actions to maintain high-quality workmanship.
- **Operational Efficiency:** Develop and implement operational strategies to enhance productivity and streamline construction processes.
- **Team Leadership:** Supervise, mentor, and support project managers, site supervisors, and other construction personnel.
- **Budget Management:** Collaborate with financial teams to monitor project costs, manage contracts, and ensure cost-effective resource allocation.
- **Billing Responsibilities:** Review and verify invoices from vendors and subcontractors to ensure accuracy, contract compliance, and alignment with project progress. Resolve discrepancies in vendor billing and negotiate corrections when necessary. Collaborate with the accounting team to ensure accurate and timely processing of client billings.
- **Compliance & Safety:** Ensure all projects comply with OSHA regulations, building codes, permits, and company policies.
- **Supply Chain & Vendor Management:** Coordinate with suppliers, subcontractors, and vendors to ensure timely delivery of materials and services.
- **Client Relations:** Serve as a key point of contact for clients, addressing concerns, providing project updates, and ensuring customer satisfaction.
- **Risk Management:** Identify and mitigate potential risks that could impact project timelines, budgets, or safety standards.
- **Reporting & Documentation:** Maintain accurate records of project progress, operational performance, and resource utilization.



### **Skills required:**

- **Technical Skills:** Strong understanding of construction methodologies, project management software (e.g., Autodesk Construction Cloud, Building Connected, or similar), and Microsoft Office Applications - Word, Excel, Project, and Outlook
- **Problem-Solving Skills:** Ability to anticipate challenges and implement proactive solutions.
- **Team Leadership:** Leading and motivating project teams, including project managers, field staff and subcontractors. Proven experience, resolving conflicts, and fostering a collaborative work environment.
- **Physical Ability:** Able to go outside year-round in all types of weather conditions. Availability to work extended hours as required by weather conditions or urgent circumstances.
- **Communication Skills:** Excellent verbal and written communication skills to effectively coordinate with stakeholders at all levels.
- **Experience:** 5-10 years commercial construction experience with a minimum of 3 years in a management role.

### **Physical Requirements:**

Performance of the required duties will require physical ability to climb permanent and temporary stairs, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 75 pounds. While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

### **Benefits:**

- Competitive salary based on experience
- Performance-based bonuses
- Health, dental, and vision insurance
- Retirement plan with company match
- Paid time off and holidays