

VP Construction Management Operations

The Vice President (VP) Construction Management Operations is responsible for day-to-day operations, and the financial well-being of multiple projects under his/her supervision. Responsible for hiring project managers, writing contracts, working with city officials for site development and permitting, and assisting in the design of construction plans, the VP of Construction Management Operations serves in a hands-on role in every aspect of construction management. In addition to supervising the project management team the VP is responsible for creating and managing budgets and working directly with the owner to ensure projects meet expectations.

The ideal candidate has an extensive knowledge of construction site management as well as a general understanding of the real estate industry.

You will be expected to:

- Develop strong working relationships with key client stakeholders
- Develop annual and multi-year plans to achieve goals and objectives
- Develop annual revenue and expense budgets with finance, reviewing financial results and projections on a regular basis to mitigate challenges, optimize opportunities and manage expenses
- Provide leadership and expertise to the Ashcroft Team with effective direction for the delivery of all project work
- Collaborate with other Senior Leadership Team members
- Contribute to the general business development efforts of the organization by representing Ashcroft Homes in a professional and ethical manner

Duties:

- Direct all project development activities
- Assume overall responsibility for the execution of pre-development and development activities related to Ashcroft Homes' work plans including permits and applications, design coordination with consultants and in house architects, planning, zoning budget scheduling and quality assurance
- Ensure compliance with plans, specifications and relevant building codes
- Ensure all plans and required submittals are processed with relevant government bodies and track progress of submittals to obtain approvals as required
- Coordinate land development projects including attending meetings with government officials as required
- Assist in negotiations and issuance of subcontractors and purchase orders, monitoring their progress and schedule

- Prepare and issue progress applications to owner in a timely manner, expediting payment from the owner within the contract terms, reviewing and approving subcontractors' applications for payment
- Review, analyze and manage the information flow (contract changes, drawings and specifications) between project team and subcontractors
- Oversee capital improvement/asset preservation programs and processes at multiple sites including retirement homes, condos and multi-family homes
- Maintain client relationships and manage conflict resolution
- Develop positive relationships with consultants/contractors/vendors to ensure their scope of work conforms to development guidelines and evaluate their performance to ensure effective partnering relationships
- Identify and address areas of concern regarding potential liabilities and risk (fees, reputation errors and omissions etc.)
- Build rapport with client representatives to ensure scope of project and outside business forces affecting the project is fully understood and that specific deliverables are fully understood with performance standards and other relevant criteria
- Act as the primary senior level contact for all project-related activities
- Attract, retain and develop staff for succession planning and manage the development team
- Provide leadership, guidance and direction to all staff and manage all aspects of the planning, design, construction and asset management departments
- Approve recommend and/or take action regarding team talent, promotions and disciplinary action
- Supervise and assign work to project coordinators and administrative assistants assigned to the projects
- Able to work in a multi layered, complex, results-oriented entrepreneurial organization with multiple internal and external stakeholders
- Ability to achieve an aggressive growth plan
- Comfortable working in a multi-database environment
- Act as the primary senior level contact for all project-related activities
- Able to regularly communicate analyzed data to senior management
- Able to successful communicate with architects, consultants, client's representatives and team members

Experience:

- Minimum of 10 years of progressively increasing responsibility in overseeing development and construction of projects. Relevant diversified experience on commercial and especially residential and high rise related projects is a must

- Bachelor's degree from an accredited program in planning, business, real estate, engineering
- Big picture, strategic thinker comfortable working at a detailed level with a high degree of accuracy and quality
- Strong analytical skills and ability to work with multiple databases
- Superb written and verbal communication skills, with experience in volunteer briefings' proposal grant and letter writing; donor/partner communications that build engagement
- Ability to develop and cultivate business relationships with existing and prospective partners
- A strong working knowledge of accounting and financial reporting, budgeting, scheduling and process as they relate to corporate real estate
- Excellent verbal and written communication skills, professional manner and computer literacy
- Master of all phases of project management including program development, budgeting, planning and design, project milestone scheduling, services contracting of multidisciplinary project teams, conflict resolution, project implementation, project oversight and project closure
- Highly organized with strong analytical skills
- Stellar interpersonal skills with an ability to interact with executive level external and internal clients as well as external team members (architects, contractors, client's representatives, etc.
- Extensive proven positive experience effectively supervising, training, mentoring and evaluating several project managers at various levels within the organization or team.

Interested candidates, email CV and cover letter, with the position you are applying for in the title, to: tbonsor@ashcrofthomes.ca