



PROJECT EXECUTIVE

Position Description

LOCATION: Job Site Office or Main Office

LEVEL: This is a level 3 position. Reports and is responsible to the Vice President of Operations.

PURPOSE

It is the function of the Project Executive to manage the KCS West, Inc. project team(s) on multiple projects or on a very large project in order to ensure delivery to the client of the services committed to by KCS West, Inc. The Project Executive will serve as KCS West, Inc.'s primary representative to the Client.

PRIMARY DUTIES AND RESPONSIBILITIES

- 1) Coordinate and direct the design, estimating, subcontract purchasing, engineering, accounting, and construction functions as they flow from the inception and pre-construction phases through to construction and contract close-out of the project(s) under his/her direction.
- 2) Create the master schedule and ensure it is effectively maintained by the project team.
- 3) Establish and maintain effective relationships with the client, design team and KCS West, Inc. project team and their various subcontracted services.
- 4) Manage project teams so that they execute projects in conformance with all contract documents and codes while achieving or exceeding expected financial results and other project goals. This includes effective participation in the team process and attendance in the monthly project review meetings for all project teams under his/her direction. Ensure that Regional Management is provided, often, with accurate and current analyses of the financial and operational status of each such project. Develop action plans alongside the project team(s) for the resolution of difficulties which arise in the outlook of these projects.
- 5) Closely monitor job progress and ensure all delays are being tracked and cost changes are being processed.
- 6) Assure that the Company's and client's standard of quality is established and maintained throughout the project.
- 7) Effectively organize, manage, train, and motivate the field and office staff while maintaining measurable team goals.
- 8) Ensure that all requirements of insurance, safety, labor relations, contracts and Equal Employment Opportunity are met.
- 9) Ensure that the company's staff acts ethically and fairly in all its internal and external dealings.
- 10) Ensure that the project team properly prepares applications for payment and receives clients' payments in prompt fashion, and then makes sure funds are properly disbursed.



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- 11) Establish, cultivate, and maintain fine client relationships. This includes seeking out new business opportunities as well as attending social events outside of normal work hours and participation in company marketing and business development activities.
- 12) Adhere to and positively support the company's safety policy as set forth in the company's Safety Manual, including documentation.
- 13) Ensure that the company's Operations Policies and Procedures and other systems are utilized and enforced on all projects under his/her direction.
- 14) Participate in staff recruiting, training & development, mentoring, evaluation, and advancement aids.
- 15) Participate in Industry and Community affairs.
- 16) Contribute to the yearly planning process and to participate in the process of monitoring performance to ensure the achievement of planned results.
- 17) Proactively resolve problems on all projects or with any staff members under his/her direction including operational problems with or on project sites, staff conflicts, staff performance, inadequate performance of subcontractors or suppliers, interpretation of contract documents, subcontracts and purchase orders, claims of subcontractors or suppliers, unreasonable

QUALIFICATIONS

- 1) Bachelor's degree or higher in Construction Management, Engineering or Architecture.
- 2) 15+ years of experience in pre-construction and construction services for a variety of building construction types and forms of contract
- 3) Extensive knowledge of construction cost, estimating and engineering principles and techniques.
- 4) Knowledge of various design & construction means, methods and materials, their characteristics, installation procedures and tolerances.
- 5) Demonstrates management, leadership, and interpersonal skills.
- 6) Possesses effective presentation skills.
- 7) Ability to recognize, calculate and manage schedule and financial risk.
- 8) Demonstrates ability to develop, understand and manipulate budgets.
- 9) Strong computer skills.
- 10) Strong written and spoken English skills plus a proven ability to manage information flows.
- 11) Strong scheduling skills. Must be able to produce logical, detailed project schedules based on schematic, design development or construction documents.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, 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.

APPLY:

Send Resume and Cover Letter to HR@kcswest.com.