**THE TREVINO GROUP**

**JOB DESCRIPTION**

Job Title: Construction Service Manager FLSA Status: Exempt

Reports To: Chief Operating Officer Date: August 18, 2022

**SUMMARY**

This person will lead, direct, and execute the operational objectives of multiple projects to ensure timely completion in accordance with the customer contract, and must be skilled in all aspects of construction. Typically assigned to multiple locations and multiple customers and must be mobile and willing to travel to customer project sites as necessary. Supervises, coordinates, or schedules activities of project superintendents and field service staff in coordination with other project managers. Acts as the senior liaison between the field staff and the company’s operating staff. Serves as the management representative in client relationships relating to construction services.

**DUTIES AND RESPONSIBILITIES**

1. Prepares project proposals, and cost estimates
2. Manages local staff of skilled and unskilled craftsmen
3. Coordinates staff assignments
4. Attends jobsite progress meetings
5. Acts as liaison between Client Representatives, field construction craftsmen and project superintendents
6. Works with Project Superintendents, Project Engineers and Project Administrators on project requirements such as document control, daily reports and monthly reports, submittal review, design modifications and project correspondence including Subcontracts, Purchase Orders, Contractor Change Proposals, Schedules, Cost to Complete, Request for Information (RFI’s), Change Orders, and all activities leading to successful close-out.
7. Prepares and maintains project budgets, schedules and pay applications/invoices.
8. Ensures timely and accurate completion of all customer transactions.
9. Promotes quality control procedures among staff members
10. Provides quality assurance checks for project compliance with policies and procedures
11. Promotes safe project work habits and require member adherence with project safety requirements
12. Coordinates staff training
13. Coordinates acquisition, use, and maintenance of equipment, tools and materials to complete projects.
14. Directs achievement of performance objectives related to productivity, quality, service, and safety.
15. Monitors workflow, work completed, and related metrics and takes appropriate action when required.
16. Balances staff across various projects for fluctuating requirements.
17. Ensures that all procedures are observed, implemented, enforced, and training is provided when necessary in the processing of all transactions.
18. Safeguards assets of the company and maintains integrity of all transactions.
19. Maintains client relationships and develop future project opportunities
20. Local area travel will be required as mandated by project assignments and work hours
21. Extended work hours should be anticipated as services must correspond with the project and Contractor work schedule
22. Minimal extended travel assignments are possible as project location or corporate demands require
23. Maintains positive employee relations and morale while enforcing discipline as required.
24. Fosters environment of continuous improvement in all aspects of the operation.
25. Implements cost reduction initiatives where necessary.
26. Travels to customer’s site as needed for equipment start-up, customer training, service issues, problem trouble shooting, and related service issues.
27. Develops best practices and standard tools to improve operational efficiency
28. Exemplifies the service attitude of The Trevino Group at all times.
29. Performs other duties upon request.

**Requirements**

**EXPERIENCE:**

* 5 years required, 7 years preferred of supervision experience in a construction environment

**EDUCATION:**

* Bachelors’ Degree in Construction Management or a related field.
* OSHA 30 certifications preferred.

**SKILLS/REQUIREMENTS:**

* This job requires excellent visualization, communication, and documentation skills (Word, Excel, Outlook, and Internet). A specific knowledge of construction techniques and an ability to read, comprehend and recall details of plans and specs is mandatory. The individual must be able to quickly switch focus between projects and recall variances in the plan or specification details between projects.
* In the course of business, the individual will be required to operate a company vehicle. A mandatory prerequisite to operating a company vehicle is maintaining an acceptable driving record.
* The individual must possess the proven ability to distribute learned knowledge to other individuals.
* Strong knowledge of inventory control processes
* Knowledge of construction products.
* Strong time management skills.
* Strong communication and interpersonal skills.
* Ability to oversee multiple skilled craftsmen.
* Ability to understand and follow verbal and/or written instructions
* Must be geographically mobile and willing to relocate based upon customer projects
* Ability to anticipate and prepare for customer needs.
* Ability to adapt to changing situations and to perform multiple tasks simultaneously.
* First Aid/AED/CPR preferred.

.