

Job Description: Design Build Manager

Revision Date: 2018.07.31

Reporting Structure: Direct to VP of Operations

Department: Operations

Direct Reports: Yes

POSITION PURPOSE

The Design-Build Manager drives, directs and coordinates all aspects the PSI Design-Build process. Responsible for coordination of all cross departmental efforts associated with Design-Build projects and achieve DB delivery goals. This includes pre-construction, design, project execution and commissioning.

DUTIES, TASKS AND RESPONSIBILITIES

Technical

- Coordination of all cross departmental efforts with the design build projects.
- Drive compliance with the PSI Design-Build (DB) workflow process as detailed in the Project Workflow Tool (PWT). (PWT is a proprietary construction software.)
- Develop and monitor DB project schedules throughout project lifecycle to deliver project completion ahead of schedule promised to customers.
- Manage the budget estimating tool to insure all project (DB and GESC) are entered into the database accurately after project completions and the tool delivers accurate budget estimates.
- Insure DB projects have zero to slightly positive margin pick up in aggregate.
- Deliver budget estimates for DB projects that enable PSI to “under promise and over deliver” while still being competitive.
- Lead Post Mortems at the completions of each DB project and update best practices as needed in PWT.

Management & Leadership

- Effectively and regularly communicate with team members regarding customer communication and expectations.
- Directly manage and support architects and estimators.
- Establish team focus by developing and communicating goals in support of the visions and values of Performance Services.
- Develop others by delegating responsibility, providing high-impact performance feedback, and assisting in conflict resolution.
- Manage organizational transformation and change by communicating change to the team, problem solving, and establishing structure.

Strategy & Planning

- Develop a strategic business plan for the DB business in collaboration with the Corporate Leadership Team.
- Coordinate with the Corporate Leadership Team in assisting new and developing branch offices with local process development on DB projects and all budget estimating through the budget estimating tool.
- Annually develop and execute strategic plans by collaborating with the Corporate Leadership Team.
- Collaborate with the Corporate Leadership Team in developing annual national strategic plans to grow most effectively.



Goal Achievement

- Achieve annual goals in both customer and employee satisfaction.
- Work to achieve annual goals in culture communication and adherence.
- Achieve goals of best practices utilization and continuous improvement.
- Work to achieve annual goals on market leadership and market share growth, sales results, and financial results.

BEHAVIORAL COMPETENCIES

Cultural Competencies

- **Integrity** – We act with integrity; truthful, fair and honest.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – We are stewards of PSI supporting its growth & ability to help those in need.
- **Accountability** – We take responsibility for our actions and decisions.

Position-Specific Competencies

- **Pace and Variety of Activities** – Role tends to require a fast pace. There will be a changing environment—tasks may change very quickly.
- **Focus** - Detail oriented. Tasks must be completed quickly and correctly. Role will require both a people orientation and an analytical/technical orientation.
- **Decision-Making** - Decisions to be made within authorized boundaries, with assistance from management. Will have information from others, but decisions will be made independently.
- **Integrity** – Acts in an ethical, honest, and respectable manner.
- **Leadership** – Leads others in systematic way to ensure the correct steps are taken throughout the leadership process.
- **Communication** – Collaborates in a positive and productive way with direct reports, supervisors, customers, and local business leaders.
- **Goal Oriented** – Drives to meet goals with a careful, deliberate, and factual way, with a focus on strong sales and marketing orientation.
- **Team Management** – Works effectively through a team of people to achieve results in alignment of annual team goals.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI's main business office in Indianapolis, Indiana.
- Work hours vary based on workload, but should average 45-50 hours per week.
- Long hours may be required prior to proposal submissions.

MINIMUM QUALIFICATIONS

Education/Experience

- Minimum of 3 years experience managing others.
- Minimum of 7 years experience in Design Build setting.
- Bachelors Degree or equivalent industry experience.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.