



Job Description

Job title	<i>Director of Commercial</i>
Reports to	<i>Partners</i>

Job purpose

The Director of Commercial is responsible for executing the commercial division’s business plan. The Director is responsible for all activities of the entire Commercial Division to include but not limited to project management, people resources and development, business development, marketing, estimating, customer relations, administration of policies, practices, systems and goals for the performance, profitability and sustainability of the division, procuring the necessary resources to carry out the plan and adjusting to market conditions, etc.

Duties and responsibilities

- Manage and direct day-to-day activities of division, establishing and implementing systems, policies, practices, procedures; create and revise as needed.
- Manage to long/short term goals and objectives; implementing division wide, identifying staff resources for operational success in the delivery of excellent products and services.
- Manage profitability by managing revenue and expenses;
- Develop new business and maintain effective customer relations that is in line with Rusin’s overall business plan.
- Develop strong and cohesive leadership teams that builds a culture that is in line with Rusin’s core values.
- Develop, implement and oversee a field training/apprenticeship program for the development of field employees to grow future foreman, crew leaders and superintendents.
- Manage to Rusin’s safety program to create a safe culture in limiting accidents and injuries.
- Oversee all estimates, contracts, scope of work and material pricing – identifying over-runs or shortfalls; managing projects to budget and contract compliance.
- Oversee and approve monthly project billings as well as any change order work; track and recover project billings including current receivables, retention and closeout.
- Develop and implement a quality control program that ensures finished work meets company standards.
- Perform other duties as needed.

Qualifications

Degree in Business, Engineering, Construction Management, Architecture or a related field and 5+ years of commercial general contracting experience, or Associate’s Degree in a construction related field and 10+ years of commercial general contracting experience. Construction-related certifications are desirable, 5+ years in managing crews/department/division is preferred.

- Management and leadership skills
- Desire to grow people and company
- Conflict resolution/at ease with critical conversations

- Customer service oriented/problem solving
- Business development/marketing skills
- Budgeting experience
- Expert knowledge of the construction industry

Working Conditions

- Generally, in an office environment.
- Will often be required to visit project sites where may be noisy, wet, cold, dirty and dusty.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee may at times lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct Reports

Various mid-management/professional level personnel.
