

# The Davis Companies

## Vice President Construction

---

|                                    |  |
|------------------------------------|--|
| <b>TITLE:</b>                      | Vice President Construction  |
| <b>COMPANY:</b>                    | The Davis Companies  |
| <b>REPORTING<br/>RELATIONSHIP:</b> | The Vice President Construction will report to the Managing Director Property Management and Operations  |
| <b>COMPANY<br/>BACKGROUND:</b>     | <p>Founded in 1976, The Davis Companies has earned a reputation for integrity, creativity and excellence, making it one of the premier real estate investment, development and management firms in the northeast U.S. Our offices are located in Boston, MA and Norwalk, CT with a team of 90+ professionals dedicated to real estate acquisitions, management, development and other corporate functions.</p> <p>At The Davis Companies, we believe our most valuable asset is our people. We strive for excellence in all of our pursuits and take pride in maintaining a collaborative and career enhancing experience for our employees. The company offers competitive compensation, top of the line benefits and the opportunity to work with best-in-class real estate professionals in a fast-paced, challenging and rewarding environment. To learn more about The Davis Companies, go to <a href="http://www.thedaviscompanies.com">www.thedaviscompanies.com</a>.</p> |
| <b>RESPONSIBILITIES:</b>           | <p>Specific responsibilities will include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Plan, schedule and coordinate construction projects, ensuring accurate procedures and programs are maintained during construction and executed within The Davis Companies' guidelines</li><li>• Manage every facet of the construction process from conception to completion</li><li>• Negotiate terms of agreements, draft contracts and obtain permits and licenses</li><li>• Negotiate revisions to agreements with architects, consultants, clients, suppliers and subcontractors</li><li>• Review projects in-depth to estimate costs and schedule deliverables</li><li>• Oversee all on site and off site construction to monitor compliance with building, safety and environmental regulations</li></ul>   |

---

## **RESPONSIBILITIES:**

(Continued)

- Select tools, materials and equipment and track inventory
- Investigate damage, accidents and delays at construction sites
- Ensure quality construction standards and the use of proper construction techniques
- Review work progress on daily basis
- Meet contractual conditions of performance
- Plan ahead to prevent problems and resolve emerging ones
- Analyze, manage and mitigate risks
- Prepare and communicate internal and external reports pertaining to job status, management budget estimates, progress reports, and cost tracking reports
- Understand and improve means and methods
- Support due diligence activities for new acquisitions
- Develop Best Practices
- Communicate and consult with key internal team members in a regular and timely fashion on project progress, budget, and key issues
- Evaluate environmental issues and develop the proper solutions to address them
- Interpret and explain contracts and technical information to other professionals
- Report work progress and budget matters to clients
- Collaborate with architects, engineers and other construction specialists
- Select, schedule and coordinate subcontractor activities
- Respond to work delays, emergencies and other problems
- Comply with legal requirements, building and safety codes and other regulations

## **QUALIFICATIONS:**

- Minimum education: Bachelor's degree in engineering, construction management or similar discipline
- 15+ years' of related experience with demonstrated knowledge and application of construction management and real estate principles
- 15+ years' experience in tenant improvement construction and building renovations of office buildings
- Knowledge of and experience with general contractors in the project area(s)
- Decisive, smart and able to "think three-dimensionally"

---

**QUALIFICATIONS:**  
**(continued)**

- Ability to communicate effectively internally and externally
- Valid driver's license and willingness to travel
- Organized, detail-oriented, has a sense of urgency and constantly asks, "How can we improve to be the best in the business?"
- Proficient computer skills including knowledge of various construction management tracking software
- Excellent project management skills, including good judgment and problem solving skills
- Professional, high energy and able to communicate with and work with a diverse population
- Strong interpersonal skills
- Ability to solve practical problems and deal with a variety of concrete variables
- Able to earn the respect and confidence of management, the office staff and all outside parties. This will be accomplished through your "roll up your sleeves" can-do attitude, superb people skills and strong work ethic.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Competent in conflict and crisis management
- Ability to read, thoroughly understand and explain complex construction drawings
- Excellent time and project management skills

**COMPENSATION  
AND BENEFITS:**

Compensation will include a competitive base salary and bonus, and an attractive benefits package.

**We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.**