**President**

**Reports To:** Board of Directors

**Responsibility:** Overall responsibility for establishing parameters and goals for safety and quality as well as managing financial aspects of the company.

**Authority:** Complete authority and final decision maker

**Qualifications & Abilities Required:** 20 years of experience in overseeing all facets of business management, as well as an understanding of or experience in project management, safety and quality issues that arise on construction projects.

**Vice President – Construction**

**Reports To:** President

**Responsibility:** Oversee all field construction activities to ensure safe, quality, timely completion of all projects.

**Authority:** Complete authority with regard to safety, quality and means and methods of construction.

**Qualifications & Abilities Required:** 10 years of experience in field work and project management. Ability to communicate to all levels within the company as well as with customers, owners, architects and engineers. OSHA 500 required.

**Accountant / Risk Control Assistant**

**Reports To:** President

**Responsibility:** Responsible for all accounting functions in addition to risk control measures including job site inspections, daily tool box talk preparation, safety training, accident reporting/investigation and light duty program management.

**Authority:** Authorized to take actions as required in job site inspections including stopping work if necessary to correct imminent hazards; assist in preparing training topics and programs; take the lead or assist in accident investigation/reporting; and manage the light duty/return to work program in coordination with our insurance company

**Qualifications & Abilities Required:** 5 years of experience in accounting principles, working with construction projects, risk management, human resources management, and office management.

**Estimating**

**Reports To:** President

**Responsibility:** Responsible for preparation of estimates including take off, pricing and formal proposal presentation. Tracking job costs versus estimate to build historical data for future estimates.

**Authority:** Authorized to submit estimates up to $100,000 without further management review.

**Qualifications & Abilities Required:** 10 years of experience and ability to communicate with engineers, architects and customers in developing appropriate estimate. Experience in actual field work is considered a plus.

**Project Manager - South**

**Reports To:** Vice President of Construction

**Responsibility:** Manages all projects in the southern half of Wisconsin including overseeing safety, quality and means and methods of construction.

**Authority:** Complete authority over jobs and personnel in his jurisdiction.

**Qualifications & Abilities Required:**  5 years of experience in ironworking and project management. Ability to communicate with construction foreman and crew, customers, engineers, architects and owners. OSHA 500 required.

**Foreman**

**Reports To:** Project Manager

**Responsibility:** Coordinating the proper use of tools, safety equipment and manpower to safely execute the installation plan to meet the project schedule while maintaining quality.

**Authority:** To remove any broken or damaged tools or safety equipment from use; take disciplinary actions as necessary to maintain jobsite safety and quality; coordinate with customer and others as necessary and direct the necessary manpower to efficiently produce the final product.

**Qualifications & Abilities Required:** 5 years of experience in ironworking and experience in OSHA 10, aerial lift training, fork lift training, certified welder, certified rigger, certified signal man, certified use of Hilti powder actuated tools, knowledge and use of safety equipment and tools of the trade, 5 years minimum experience in ironworking.