

Tonn and Blank Construction
Job Description
Vice President of Design Services
Michigan City, IN Office

Classification: Exempt, Full-Time
Supervisor: President/CEO

Overview

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Vice President of Design Services through the outline of his/her duties, authorities, and responsibilities.

The Vice President of Design Services is to ensure that in-house design and BIM projects are planned, designed, coordinated and completed in a timely, efficient, effective and profitable manner. The Vice President of Design Services will be held responsible for all aspects related to his or her Department and Projects therein.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- 15 years of applicable design experience.
- Bachelor's Degree in Architecture or Engineering from an accredited institution of higher learning
- Master's Degree preferred
- Professional Engineering or Architectural License in Indiana
- Willing to get licensed in other States as needed
- Willing to accept responsibility to acquire specialized training.

Skills and Personal Attributes:

Skills required:

- Extensive knowledge of the general construction design industry
- Ability to manage multiple projects simultaneously
- Ability to identify, hire and manage sub-consultants
- Ability to present Company's capabilities and specific projects to potential Clients
- Ability to identify, troubleshoot and resolve problems before they become major issues

- Ability to handle multiple tasks while maintaining attention to detail
- Ability to meet deadlines
- Ability to work in stressful situations
- Ability to interview, hire and supervise Engineering personnel
- Competent in the use of AutoCAD and Revit software
- Knowledge of BIM and Virtual Construction processes
- Excellent verbal, written, communication and computer skills
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

Job Description Detail

Duties will include:

- Managing design projects
- Working with in-house Project Managers to conceptualize projects for bidding
- Creating design documents for Design-Build projects
- Managing the BIM team and projects
- Attend all required company meetings
- Create and track cost of design and BIM services
- Create and track the duration of design and BIM services
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information
- Other tasks as assigned.

Measures of Performance

The Vice President of Design Services shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All design projects are completed within the agreed upon budget and schedule
- BIM Projects are properly coordinated
- Project documents are clear, concise and free of errors
- Owners are satisfied with Design-Build projects and will use Tonn and Blank on future projects
- Manager complies with all Tonn and Blank policies and procedures