

**DMR Global, Inc.**  
**Job Description**

**Job Title:** Director of Urban Construction- Northeast Region  
**Department:** Construction Services  
**Reports To:** VP Construction Services  
**FLSA Status:** Exempt, does not qualify for overtime

**SUMMARY**

Effective management and review of the Northeast Region's Urban Purchasing and Community Set Up groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Essential duties may vary according to region, division, area, and/or assignment. Other duties may be assigned.

1. Apply the Company's vision, pledges, and guiding principles to every facet of responsibilities in an effort to improve our Company.
2. Provide support to Area Presidents during due diligence for urban opportunities.
3. Procure and manage professional service agreements related to construction services and building material supplies for urban communities.
4. Prepare detailed construction budgets for multi-story, high density residential buildings.
5. Manage the community set-up process for high density, urban communities.
6. Manage the trade partner pre-qualification and selection process for urban communities.
7. Manage the bid negotiation and award of contracts to approved trade partners for urban communities
8. Monitor trade partner performance on an ongoing basis to ensure that quality standards are being met.
9. Serve as a member on the Trade Partner Council and Standards Committee.
10. Develop and maintain strong relationships with Community Builders, Area Presidents, Community Administrators, and Trade Partners to facilitate efficient decision-making.
11. Ensure that Purchasing, Community Set Up, and Insurance policies and guidelines are accurately followed by Construction Services Associates, Community Builders, and Trade Partners.
12. Perform required Human Resources functions, such as yearly Associate growth reviews, to ensure the growth and development of Northeast Region Construction Services Associates.
13. Develop and maintain relationships with the Community Builders and field Associates to facilitate Trade Partner performance feedback and the collection of "Best Construction Practices and Methods.
14. Supervisory Responsibilities:
  - Carry out responsibilities in accordance with the Company's policies and applicable laws. Responsibilities include interviewing, hiring, and training Associates; planning, assigning, and directing work; completing Associate growth reviews; rewarding and disciplining Associates; addressing complaints and resolving problems.
  - Design and implement an up-to-date KASH program for all direct reports.

## **QUALIFICATIONS**

To perform this job successfully, an Associate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree, and 5-8 years experience in Construction Management, Business Management, or Purchasing/Procurement activities in the residential construction industry; or equivalent combination of education and/or experience.

## **LANGUAGE SKILLS**

Ability to read complex documentation containing financial, technical, and administrative data. Ability to effectively communicate (oral/written) such information to all levels of management.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to understand, interpret, and produce complex numerical analysis formatted as charts, graphs, and spreadsheets.

## **REASONING ABILITY**

Ability to utilize sophisticated problem-solving techniques (issue definition, data collection and analysis, alternatives development) in response to situations involving multiple people, processes, and perceptions.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES**

1. Proficiency in spreadsheet analysis and design and other computer software systems.
2. Ability to properly prioritize activities.
3. Ability to develop strong working relationships with key people in internal and external organizations.

## **ADDITIONAL TRAINING**

KASH, Customer Service, PC skills, Preventing Sexual Harassment in the Workplace

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to sit at a desk and use fingers to operate a computer keyboard or calculator, reach with hands and arms for books or manuals, and talk or hear on the telephone or while communicating with others. Specific vision abilities required by this job include close vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment described here is representative of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

The noise level in the work environment is moderate.