

SLETTEN CONSTRUCTION COMPANY

JOB ANNOUNCEMENT

Job Type: Corrections Division Manager

Date: July 25, 2016

Location: Las Vegas, NV.

PRIMARY FUNCTION

A strong leader to manage a fully functioning construction management team serving the **Corrections Industry (construction of jails, prisons, and law enforcement facilities)** as Division Manager. Responsible for the day to day operations of a growing, multi-million dollar branch. Carrying out duties to achieve company growth targets while maintaining, safety, customer satisfaction, employee satisfaction and profits. Lead the growth effort for the branch and continually cultivate new clients. Provide leadership to take charge of challenging projects, encourage teamwork, and supply the energy and enthusiasm required to achieve company goals and objectives. Responsible for managing accounts directly and through subordinates. Conduct business in accordance with Sletten Construction Company's mission and vision statements.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide for the development of direct reports of staff through development plans, monitoring and coaching performance, feedback and growth opportunities.
- Assess your own development needs and plan with your supervisor for incorporation into your development plan. Always be growing and improving both yourself and your team.
- In partnership with HR, develop workforce plans to hire new prospective employees. Perform appraisals for all managers and office employees reporting to you.
- Participate in employee continuing education in-house or through outside programs.
- Counsel and, when needed, terminate unsatisfactory or unneeded employees.
- Analyze and forecast factors that affect results to maximize efficiency. Develop appropriate programs, strategies, and supervision.
- Complete one and three year business plans. Assist in developing the company's overall one and three year business plans.
- Learn and utilize ProCore, Viewpoint and other relevant industry software.
- Monitor the progress of jobs and other major bid jobs.
- Anticipate problems, take necessary corrective actions and promptly notify your Area Manager of any significant issue.
- Ensure that our public image is maintained with all elements including our vehicle fleet and all correspondence.
- Achieve, at minimum, the budgeted net profit in the annual budget
- Continually strive to improve processes and grow market share with a planned approach.
- Ensure that you are developing at least one succession candidate for your role.
- Uphold safety as the most important goal of our company. Support goal of achieving zero accidents.
- Promote and encourage open communication between field and office regarding all safety concerns, suggestions and improvements.
- Know all basic requirements for orientation, pre-planning tasks, hazard recognition and elimination, and government compliance.

MINIMUM SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE

This position requires a decisive leader with a passion for hands-on work, problem solving, leadership, and a strong drive for construction project management work. Must have a desire to work in a team-based environment and contribute immediately.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Construction Management/Sciences, Engineering (civil, electrical, mechanical, building science, etc.) or related discipline.
- 10 years of work experience in project management, contracting, engineering, construction management or representing the construction industry.
- **Minimum of 5 years' experience and a developed network of contacts in the Corrections Industry** (construction, design, or operations)
- 5-7 years of experience leading workplace safety efforts.
- Past leadership experience required.

SKILLS AND KNOWLEDGE

- Positive safety attitude and personal integrity.
- Ability to work effectively with customers/clients and service their needs.
- Prior experience in the construction field trades.
- Ability to think conceptually and apply practical solutions.
- Capabilities to self-start, display solid work ethic, and aspire to move ahead.
- Ability to be trusted by customers and employees.
- Financial skills and experience in making economically sound decisions.
- Skill to act decisively while exercising attention to detail and positive communication.
- Ability to prioritize and manage time with a demanding schedule.

ENVIRONMENT

- Consistent and demanding workload that needs to be managed efficiently.
- Multiple days, out of town travel for work pursuits and client relationships is expected.
- Office and field environment requiring sitting and standing. Travel to various construction sites is essential, exposing employee to outdoor elements, noise and the need to stand and walk.
- Valid driver's license and safe driving record.
- Location of Division position is Las Vegas, NV