

PROJECT DIRECTOR ESSENTIAL FUNCTIONS:

Project Director is responsible for generating sales and meeting profitability goals. The Project Director oversees the collaborative construction services process and owns the Spyder-Client relationship to ensure all aspects of the Spyder organization are providing the highest level of customer service on all projects and with every interaction. The Project Director is well-versed in all construction methodologies and procedures and seeks out business opportunities that meet the business objectives, goals, and mission of Spyder Construction.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Generates, manages, and closes sales leads from company and personal referral sources to meet or exceed sales and profitability goals as set by the Spyder Construction business objectives
- Targets major accounts, large loss executives, and facility/property management executives via regular business development activity. Attends industry-related functions for marketing purposes.
- Cultivates new and existing business relationships by engaging in business development, RFPs, and interviews to foster positive long-term relationships across Spyder's client and vendor networks
- Conducts onsite inspections of potential business to determine the appropriate scope of repairs
- Completes and submits RFI's as needed to bid project
- Prepares and presents complete and professional estimates and proposals for our potential clients promptly and accurately. Partners with Project Manager for subcontractor selection and obtain subcontractor bids as needed
- Negotiates and executes contracts on behalf of the company. Ensures all relevant documents are saved and organized in Dropbox.
- Acts as a positive liaison between the Client and Project Manager
 - Checks in with all clients on a regular basis and ensuring weekly communication commitments are kept
 - Hosts the project kick off meeting with the customer, project manager, and superintendent
 - Attends weekly Owner / Architect / Contractor (OAC) meetings as required and partner with Project Manager to manage client expectations and communicate status of ongoing project activities, financials, and document control
 - Prepares, submits, and reviews monthly pay applications with the owner and architect. Partners with accounting to collect down payment as required and follows up on past due accounts receivable
- Partners with Project Manager to ensure all aspects of project are addressed prior to mobilization and throughout construction process.
 - Creates job folder complete with scope, estimate, subcontractor pricing, photos, budget worksheet, and executed contract.
 - Hosts internal pre-construction meeting with the Construction Manager, Project Manager, and Superintendent



- Provides all project information to Project Manager and Superintendent including budget, completion date, and all other relevant information
- Ensures production team understands scope, budget, and schedule
- Attends final project closeout meeting
- Attends all project reviews and project walks including demo, rough, pre-paint, punch, and final
- Partners with Project Manager to maintain project budget. Monitors all construction costs and financial projections.
- Manages changes to the contract estimate and negotiates change order requests with the owner, architect, client. Partner with Project Manager to update budget accordingly when change orders are signed and approved
- Adds to positive corporate culture and role model professionalism

SUCCESSFUL PROJECT DIRECTORS AT SPYDER CONSTRUCTION:

- Representatives of the company's high standards of quality
- Hardworking and proactive problem solvers who conduct themselves with a high degree of maturity and professionalism
- Demonstrate a high level of integrity, ethics, and leadership savvy along with organization, communication, and interpersonal skills
- Consistently drive business objectives and profitability