



Job Description General Manager

Company Introduction

Harris Construction Services, LLC (HCS) is a self-performing trade contractor. HCS self-performs concrete work, including building foundations, structural concrete, elevated deck concrete and site-structural concrete work, wood framing construction, doors / frames and hardware installation, demolition work as well as other miscellaneous specialty work. Harris Construction Services is a union company employing Union Carpenters, Union Cement Masons and Union Laborers. HCS primarily focuses on public-sector and prevailing wage construction projects, with a significant emphasis on DSA (Division of State Architect) approved K-12 and Higher Ed school construction projects.

Main Goal

Harris Construction Services, LLC is seeking a General Manager to plan, direct and coordinate the operations of the company. The General Manager will be responsible for securing new business, ensuring and improving the performance of the company, including productivity, efficiency and profitability of all direct work. The GM will be charged with the task of putting in place all currently contracted backlog work.

Responsibilities, Authorities, and Key Result Areas

Coordination and Supervision

- Coordinate, manage and monitor all self-performing work.
- Ensure company safety program is enforced.
- Carry out supervisory and project management responsibilities in accordance with the organization's policies, industry best practices, and as established by any applicable laws.

Best Practices

- Improve processes and policies in support of organizational goals.
- Formulate and implement policies and procedures to maximize output.
- Monitor adherence to rules, regulations and procedures.
- Visit jobsites routinely for the purpose of monitoring of all production and conformance to Company Policies and maintaining accurate cost tracking analysis.

Human Resources

- Plan, organize and coordinate the use of all direct labor forces.
- Organize recruitment and placement of required workforce.
- Supervise Foremen and delegate tasks and accountabilities.
- Review and approve daily timecards for workforce.
- Monitor and evaluate performance of workforce.
- Address complaints and resolve issues and concerns.

- Make corrective changes to workforce where needed.
- Approve all dispatches and classification changes.

Production & Financial

- Coordinate and monitor self-performed production rates, construction means & methods, crew staffing, equipment utilization, material purchasing.
- Monitor performance and implement improvements.
- Monitor Cost Code Reporting for accuracy of information.
- Ensure quality of final product.
- Manage quality and quantity of employee productivity.
- Provide technical support where necessary.

Communication

- Monitor, manage and improve the efficiency of self-performed field operations.
- Coordinate project activities with activities of government regulatory or other governmental agencies and/or public utilities.
- Coordinate and communicate between Foremen and Field Crews.
- Prepare project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems.
- Routine Reporting up to Senior Management and Corporate Ownership.

Qualifications:

- Technical experience managing self-perform work on public-sector and prevailing wage construction projects, including DSA (Div. of State Architect) approved school projects.
- Ability to read and understand plans and specifications.
- Ability to read schedules and estimate impacts to self-perform scopes of work.
- Bachelor's degree (B. A.) in Construction Management or Engineering from four-year college or university; or multiple years of related experience as a General Manager of a similar organization; or equivalent combination of education and experience.

Compensation Package:

- Salaried Position – Min. \$100,000 Annual
- Profit-Share – Performance Based
- 401(k) / Roth - Match & Retirement Plan
- Company Paid-Time-Off (PTO)
- Company Vehicle & Fuel Card
- Company Laptop & Cell Phone Stipend
- Health Insurance, including Dental and Vision Program

Reports to: Company Ownership