



Job Description

Director of Concrete Operations

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.

Director of Concrete Operations

The role of the Director of Concrete Operations is to oversee all aspects of the concrete process and work directly with HCS' Skilled Craft Cement Mason's and Laborers. The DCO is in charge of monitoring productivity, efficiency, and profitability for all direct craft work relating to concrete. The DCO must have the ability to handle pressure, meet strict deadlines and adapt in the field when conditions change.

Responsibilities, Authorities, and Key Result Areas

Production & Financial

- Record production rates on a daily basis for efficiency and estimating purposes.
- Work with material and equipment vendors to keep a close relationship.
- Work closely with HCS General Manager and estimating department on bidding new projects.
- Review RFI's for potential schedule and cost impacts to HCS.
- Prepare change order cost and review with HCS General Manager and Estimating.
- Monitor job cost and review with HCS General Manager.

Responsibilities and Supervision

- Look for job irregularities and convey issues to HCS Foremen's, HCS General Manager and General Contractor's management team.
- Work on job sequencing and manage crew size needed at each job as well as dispatching labor to each jobsite.
- Coordinate new work with existing projects
- Work closely with HCS' Carpenter Foremen's to help schedule concrete activities.
- Review, sign and send Craft Labor personnel's timesheets daily to HCS' Operations Administrator.

- Assist in the training and education of craft labor on job duties & safety.
- Make sure safety standards and protocols are met and kept on each jobsite.
- Manage material and hardware inventory onsite.
- Work closely with Foremen's and General Manager in preparing RFI's.

Coordination & Communication

- Keep open communication between Inspectors, Superintendents, HCS General Manager and Project Managers.
- Communicate with foremen and crew so they know their responsibilities daily.
- Assist in Submittal preparation and management.
- Work with owners inspectors and project superintendents to meet and exceed project expectations.
- Schedule pre-pour meetings with General Contractor and appropriate trades on each jobsite to insure all parties' activities have been completed and are ready for HCS' concrete placement.
- Order and timing of concrete truck deliveries, equipment, pumps, etc. at jobsites.
- Address post pour issues to give the client the best product in the most cost efficient way.
- Make a detailed maps of construction and control joints along with a detailed pour sequencing schedule.
- Map out areas of pours, material staging and equipment staging on each job site.

Qualifications

- Must be proficient in plan reading and able to do quantity takeoffs.
- Ability to work independently and also work in a team setting.
- Self-driven with a positive attitude.
- 15+ years of trade experience working in the construction industry.

Reports to: General Manager