

STERLING | MANAGEMENT

Position:	Director of Construction
Reports to:	Chief Investment Officer
Type:	Full-Time
Location:	Fargo, North Dakota
FLSA Status:	Exempt

Sterling Management, LLC (“Sterling”) is the Advisor to Sterling Multifamily Trust and Sterling Office and Industrial Trust, two premier real estate investment trusts (REITs) located throughout the Upper Midwest. As advisor, Sterling is responsible for managing all matters related to each Trust including real estate acquisitions, portfolio management, accounting and financial analysis, investment management and investor relations, marketing, and construction management.

DESCRIPTION

The Director of Construction will be responsible for the oversight and execution of all construction matters on a portfolio of real estate assets, including budget and personnel management, with the objective of maximizing efficiency and value. The position will provide overall management of the construction division by formulating and implementing plans and policies designed to drive performance from every level to successfully execute Company initiatives.

- Oversee all construction and related activities for development, redevelopment, capital improvements and corporate facilities.
- Lead and develop a team of project managers to achieve optimal results. Travel as appropriate to each market to coach project managers and review project status.
- Manage overall department budget.
- Oversee the capital improvement planning across all markets.
- Develop and publish applicable project financial reports.
- Develop and enhance business procedures to streamline team utilization and gain efficiencies.
- Design and implement strategic construction plans to maximize overall project outcomes.
- Collaborate on insurance claim remediation through restoration of damaged real estate.
- Administer, coordinate and manage scheduling to ensure adherence to project timelines.
- Coordinate with leadership and other stakeholders on site due diligence and acquisition.
- Manage the procurement of consultants and contractors, including master subcontractor agreements and preferred vendor management.
- Seek and identify cost savings and operational efficiencies during both planning and execution phases of the project life cycle.
- Monitor building and construction to ensure projects are constructed in accordance with specifications, on time, and on budget.
- Serve as the owner’s representative on large scale development projects.
- Liaise with internal portfolio management team and external development and construction partners on capital improvement projects for existing buildings.
- Direct, measure and translate data into actionable insights and strategies.

- Build and sustain collaborative relationships with external partners and internally across all levels.
- Provide strategic input on existing portfolio management strategy, including optimizing the value and life of existing assets, repositioning/retrofits/upgrades of older assets, building conversions and renewable energy initiatives.
- Oversee common area improvements on commercial buildings.
- Oversee creation and execution of project closeout abstracts, punch lists, warranty registers and ongoing issues for accounting team at project completion.
- Develop and recommend cost-effective and scalable approaches to maximize investment return.
- Maintain a thorough understanding of emerging relevant technology, construction process and material specifications.
- Work with project management team to monitor project expenses, change orders, contractor pay applications with lenders, title companies and equity partners.

The candidate must rely upon extensive experience and judgment to plan and accomplish goals in a timely manner, including the ability to work under tight deadlines. The candidate must have excellent problem-solving skills and thorough knowledge of construction best practices. Leadership, strong written and verbal communication skills, and interpersonal skills are essential to this position in order for the candidate to work with various levels of management and peers across the business and with various third parties.

EDUCATION AND WORK EXPERIENCE

- 10+ years of experience in construction, engineering or a related field.
- A minimum of five (5) years management experience, including the demonstrated ability to develop employees.
- Bachelor's degree or higher in construction management, business or a related field of study.

REQUIRED QUALITIES

- Exceptional integrity.
- Superior understanding of construction processes, strategy and project management.
- A strong understanding of the real estate industry.
- The ability to review architectural, civil, MEP, and structural plan specifications.
- Sets thoughtful priorities, accurately performs the work, and sees things through to closure.
- A strategic thinker who can interface effectively with multiple internal and external partners.
- An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
- A hands-on leader with sound technical skills, analytical ability, good judgment and strong operational focus.
- Ability to work within a team to achieve group goals.
- A well-organized leader with meticulous attention to detail.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- A good educator who is trustworthy and willing to share information and serve as a mentor.
- A decisive individual who possesses a "big picture" perspective and is well versed in construction strategy and real estate development.

PHYSICAL REQUIREMENTS

- Ability to lift up to 30 lbs.
- Ability to travel (15%).
- Valid Driver's license and insurable driving record.
- Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

The duties described above are the general nature of work performed. The foregoing description is not intended to be a complete or comprehensive list of all the duties, activities, and responsibilities required. Supervisors or managers may ask the individual to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is **not** a contract for employment, and either you or the employer may terminate employment at any time and for any reason.

EOE/AAP/Drug Free Employer