

Vice President Job Description

LiveWire Construction, Inc. is looking for an effective, results driven leader to fill the role of Vice President of their fast-paced, growing organization. This role involves broad, overall P&L responsibility for the entire business operations, and the setting and achieving of high-level organizational goals and objectives. This position reports directly to the Executive Vice President with the ability to work in LiveWire's two locations: Calumet Park, and Oakbrook.

Duties and Responsibilities:

- Operational Management & Efficiency
 - Oversee activities involved in the daily operations for the organization
 - Responsible for the administration and implementation of all pre-construction phases of work, including budgeting, scheduling, procurement, contract development, shop drawings & submissions, design coordination, and means and methods review
 - Identify, create, and implement processes, procedures, and policies to facilitate operational efficiency resulting in consistent profitable company performance
 - Identify and track key performance indicators and establish performance goals for departments and direct reports
 - Actively focuses on continuous improvement of the business operations
- Corporate Strategy & Fiscal Management
 - Engage with Executive Vice President and President in broad organizational strategy and support Executive Vice President in execution of President's overall vision
 - Evaluate and recommend key investments in equipment, infrastructure, and talent
 - Formulate and administer company policies, directing, and coordinating activities to develop and implement long-range goals and objectives that support profitability
 - Review financial forecast data with Controller to adjust operational performance to meet company goals and objectives
 - Work with Controller to identify operational budgetary needs and needed capital expenditures
- Project Profitability & Management
 - Owns project outcomes; continuously monitors project actual versus budget performance to project cost over-runs and develop plan to mitigate potential losses
 - Regularly reports project performance results to Controller, Executive Vice President, and President
 - Capable of hands-on project management level work and assisting direct reports in troubleshooting problems or managing through difficult situations
 - Review project plans and drawings with supervisors and other staff as appropriate; recommend changes based on field observations and operational requirements; provide technical advice and assistance on difficult work problems
 - Ability to create project construction schedules and train direct reports as necessary to develop scheduling skills

- Evaluate and analyze subcontractor proposals in preparation of subcontracts
- Business Development & Customer Satisfaction
 - Propose and implement strategies designed to grow the business
 - Participate in bid review meetings in order to verify costs and scopes of work before submission to President
 - Ensure safe, on-time delivery of quality projects resulting in customer satisfaction and repeat business; build and maintain positive working relationships with customers
 - Engage in key or targeted customer relationship-building networking and activities; identify and seek new customers that support the strategic vision
 - Identify new work opportunities and inform executive management of potential projects with current clients
 - Prepare professional marketing materials as needed for business development meetings and lead presentations
 - Represent the company to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary
- Safety and Corporate Risk Management
 - Leadership level engagement in creating, implementing, and driving companywide safety initiatives
 - Identify and track trends; address corrective actions such as training, or accountability structures as needed
 - Conduct weekly job cost and job productivity reviews and analyze to identify any projects at risk; coordinate and lead all efforts to course correct or minimize project losses and impacts. Communicate same to Executive Vice President and President.
 - Consistently lead the team in identifying delays and impacts; is able to perform and lead the team in all activities associated with preparing associated notices and claims - work with LiveWire counsel as necessary
 - Conduct contract reviews and negotiations, involving LiveWire legal counsel when necessary
 - Work with Controller as needed to manage and maintain commercial insurance and bonding relationships
- Employee Performance Management & Development
 - Owns team performance
 - Lead efforts in talent recruiting and hiring; establish and oversee key talent development programs
 - Support the development of a healthy internal culture that retains key employees and encourages their professional development
 - Promote the advancement of strong performers, provide or coordinate staff training, conduct performance evaluations, implement discipline procedures as required, maintain discipline and high standards necessary for the efficient and professional operation of the company
 - Implement and maintain best practices in performance management, coaching, and accountability

Skills:

- **Communication skills:** Must be able to communicate clearly and persuasively with a wide variety of individuals to effectively discuss issues, negotiate, direct subordinates, and explain policies and decisions to those within and outside of the organization.
- **Presentation and facilitation skills:** The Vice President will be expected to provide regular updates to the Executive Vice President and President by means of professionally prepared reports and presentations. The VP will also be required to prepare and present information to employees and customers, along with general business correspondence. This will require advanced writing skills and the ability to effectively present information and respond to questions from employees, clients, customers, and the general public. The VP must also have the ability to review and mark-up written correspondence or presentations of direct reports.
- **Reading and comprehension skills:** Must be able to read, analyze, and interpret contracts, general business periodicals, professional journals, technical procedures, government regulations; and other similar cumbersome manuals and documents.
- **Computer and technology skills:** To perform this role successfully, an individual must be well-versed in all MS Office programs and have skillful mastery of Excel. Comfort with technology and being open to considering and learning new systems that may add value to the organization is imperative.
- **Process and procedure management skills:** The Vice President will need to understand the difference between process and procedure and under what circumstance each, or both, are applicable. The VP will need to be able to identify gaps in operations that need to be addressed with controls, and in addition, direct and guide the team in the revision, and/or creation of processes and procedures in order to increase operational efficiency.
- **Public relations skills:** Strong people skills and emotional intelligence are required to manage difficult or high-tension situations with customers, vendors, and other key stakeholders in a way that positively reflects the LiveWire brand.
- **Financial skills:** The Vice President will have to be able to read, understand, produce, analyze and scrutinize financial reports such as Work in Progress reports. This will require an intimate understanding of what drives construction financials and consistent job cost performance monitoring.
- **Safety, quality, and other project management skills:** The Vice President needs to be a frontline advocate for safety and lead top-down company engagement in safety initiatives. The VP must also establish Quality Control processes and procedures and ensure that both safety and quality are weaved into operational execution. In addition, the VP must have project scheduling skills with the ability to create schedule updates that illustrate project delays and impacts.

Core Competencies:

- **Leadership:** Exhibit confidence in self and others; inspires and motivates others to perform well; effectively influence actions and opinions of others; inspire respect and

trust; accept feedback from others; provide vision and inspiration to peers and subordinates; give appropriate recognition to others; display passion and optimism; mobilize others to fulfill the vision; develop future leaders; is self-driven, self-directed, self-managed, and highly organized; goal oriented and focused; develop realistic action plans; set example for others by demonstrating accuracy and thoroughness in quality of work and performance.

- **Performance Management and Staff Development:** Include staff in planning, decision-making, facilitation and process improvement; take responsibility for subordinates' activities; makes themselves available to staff; set performance expectations, and create performance criteria; provide regular performance feedback, and needed disciplinary action; conduct annual performance reviews; work with staff in development of their professional goals, and review progress annually; develop subordinates' skills and encourages growth; foster teamwork and contributes to a positive team spirit; build morale and supports everyone's efforts to succeed; delegates work assignments based on individual abilities; give authority to work independently; continually works to improving supervisory skills.
- **Analytical Problem-solving and Decision Making:** Gather and analyze information skillfully; synthesize complex or diverse information; collect and research data; display willingness to make difficult decisions; identify and resolve problems in a timely manner; develop alternative solutions; design work flows and procedures; use reason and objectivity when dealing with emotional or tense situations; exhibit sound and accurate judgement; support and explain reasoning for decisions; include appropriate people in decision-making process.
- **Customer Service:** Effectively manage difficult or emotional customer situations; respond promptly to customer needs and ensure follow up from other areas of the organization as appropriate; solicit customer feedback to improve service and secure repeat business; meet commitments to foster trust; maintain transparency with customers and avoid "over selling" LiveWire's capabilities; regularly engage in relationship building activities; make themselves accessible to provide assistance and service.

Education, Experience, and Qualifications:

- MBA, BA, or BS in Construction Management preferred
- Extensive and diversified estimating and project management experience in Electrical Engineering & Electrical Construction preferred
- 10 + years of management experience with increasing responsibility, preferably as an Operations Manager
- Commercial, Institutional, Industrial, and Healthcare electrical construction experience preferred
- Willingness and availability to work long hours as needed
- Ability to read plans and specifications, and review installation drawings
- Labor review and tracking
- Microsoft Office Suite proficient, Excel expert
- Current OSHA 30 certification required
- Current First aid / CPR required
- Must submit to background check, physical, credit check, and MVR

Physical Requirements:

- Must be able to sit for long periods of time performing desk work
- Must be able to walk construction sites that may have uneven or rough terrain
- Must be able to understand the speech of another person
- Must be able to speak clearly so listeners can understand
- Must be able to see details of objects that are less than, or more than a few feet away
- This is a full-time position that can require long hours and frequent weekend work, travel within the state; out of state travel is also possible

Compensation and Benefits:

- Competitive salary
- Annual P&L performance-based bonus structure
- Full health, dental, and vision
- 401k
- Group life insurance
- Employee Assistance Program (EAP)
- Paid vacation time

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Construction