

Construction Management Director

NAI/Merin Hunter Codman, Inc. has an open Construction Management Director position in its corporate headquarters in West Palm Beach.

NAI/Merin Hunter Codman, Inc. is a commercial real estate services firm located in Palm Beach County, Florida. The firm was founded in 1992 and has nearly three decades of experience in acquisitions, development, dispositions, leasing, comprehensive property management and corporate services. The firm has strong knowledge and capabilities in all commercial property sectors from office and industrial to retail and land. The firm is a member of NAI Global, the world's leading commercial real estate network with a presence spanning more than 65 countries around the globe.

Position Summary:

The Construction Management Director will be the owner's representative on an approximately 4 million square foot portfolio of office and retail projects. The Construction Management Director is responsible for the overall performance and quality of tenant / capital improvement construction management services for a diversified commercial real estate investment and services company. Annual tenant buildout projects may range between 200,000 and 500,000 square feet. The Construction Management Director will provide construction pricing estimates and oversee bidding and completion of construction and capital improvement projects working internally with leasing agents, property managers, building engineers and senior management and externally with architects, contractors, building inspectors and government officials. Responsibilities include but are not limited to providing construction estimates and budgets, identifying contractors, preparing and evaluating bid packages, selecting contractors and overseeing implementation and completion of construction and capital projects with an emphasis on tenant improvement projects for office buildings and shopping centers.

Minimum Qualifications:

- Minimum five years of direct hands on experience overseeing tenant improvement and capital improvement projects for commercial office buildings and shopping centers.
- Minimum five years management experience for construction services related to commercial office buildings for tenant and capital improvements.
- Minimum five years' experience in supervising and working with Leasing Associates, Property Managers, Institutional Owner and vendors relating to commercial real estate projects.
- Strong expertise and experience working with all major building systems and components including elevators, roofs and HVAC systems.
- Strong expertise and knowledge of building systems and pricing.
- Experience with budgeting and estimating construction, tenant improvement and capital improvement projects.
- Experience designing and evaluating project scopes and specifications.
- Strong knowledge of and ability to review standard AIA Construction contracts and forms.

Core Area(s) of Responsibility: Tenant & Capital Improvements:

- Tenant Improvements
 - Assume leadership for all aspects of the tenant improvement process, including but not limited to: conceptual designs, budgeting, proper permitting, bidding and contracting, managing, approving and reconciling cost.
 - Create “Scope of Work” documents for architects and general contractors.
 - Track and record all critical path information related to tenant improvement projects.
 - Develop and enhance relationships with owner representatives, clients, property management staff and vendors.
 - Assess challenges; gather information, plan and initiate solutions to overcome budget issues, schedule conflicts, deadlines, design changes and other unknown obstacles as they occur to ensure successful completion of all projects.
 - Work with various leasing and real estate contacts, clients, designers and engineers to provide take off budgets, space alteration concept and solutions for various space requirements.
 - Ensure commencement dates are realistic and bring projects to completion on time and within budget.
 - Review plans to assure documents are consistent with tenant expectations, lease requirements, building standards, all applicable codes.
 - Read and understand leases and work letters to ensure requirements are fulfilled as it relates to the tenant improvement.
 - Manage multiple projects simultaneously, while ensuring new budget requests are met, new projects are started on time and completed projects are properly closed out, on time and on budget.
- Capital Improvements
 - Work with asset managers, property management, and maintenance personnel to conduct an annual inspection of each asset in preparation for capital budgeting.
 - Participate in the capital budgeting process by providing guidance for priorities, recommending solutions, assist in creating scope of work.
 - Provide guidance to the property management and maintenance staff to increase the useful life of all asset related equipment and structures.
 - Recommend solutions for property / building issues including but not limited to: emergency repairs, preventative maintenance, capital repairs, code compliance and general building management.
 - Confirm scope of work, collect and evaluate bids, select and contract with vendors to complete capital improvement projects.
 - Initiate and manage approved capital projects to completion working with property managers and maintenance staff so the impact to the tenant is minimal.
 - Assist in creating long-term capital plans and budgets for assets in order to forecast large expenses and allow for proper planning and budgeted funding.

Education/Skills:

- Four-year degree in Engineering, Construction or Construction Management (preferred)
- Strong written and verbal skills and experience interacting with owners, contractors, tenants, inspectors, government inspectors and officials.
- Strong computer skills including expertise in Excel and industry software programs such as Honest Buildings.
- Ability to manage multiple projects.

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NAI/Merlin Hunter Codman is an Equal Opportunity Employer. Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.