



**EXECUTIVE SEARCH – VICE PRESIDENT / PROJECT MANAGER**  
**HAND CONSTRUCTION**  
**SHREVEPORT, LOUISIANA**  
**REPORTS TO: VICE PRESIDENT OF CONSTRUCTION OPERATIONS**  
<https://handconstruction.com/>

Hand Construction was established in 1980 and has developed into a diversified General Contractor with vast experience including commercial, industrial, institutional, hospital and healthcare, federal, and multi-family residential construction. Hand's extensive resume in dealing with local, state, and federal agencies, coupled with a fully qualified management and supervisory staff, provide a total package for any construction project. Hand Construction services features: Design-Build, General Contractor / CM at risk, Competitive Bid, and Post: Construction.

Hand Construction is one of the largest general contractor firms in the southern region. From the company's home office in Shreveport, LA, Hand Construction has completed projects all over the southern US and as far North as Williston, North Dakota. Hand Construction is a multi-faceted general contractor deeply rooted in sound conservative business principles, with a proven track record for consistently producing high-quality construction projects.

A company is only as good as the people behind it. At Hand Construction, we take great pride in the quality of all our personnel. By utilizing their varied skills, we are able to meet clients' needs regardless of the size and complexity of their project. Satisfying customers is a priority at Hand Construction. The fact that nearly 75% of our business is from previous clients only reinforces the quality and commitment of our service.

#### **HAND CONSTRUCTION BY THE NUMBERS**

- Gross Annual Construction Sales: \$50 - \$60M+
- Number of Employees: 30+ (DOES NOT INCLUDE COMPANY'S JOB SITE LABOR FORCE)

## POSITION SUMMARY

The Vice President / Project Manager is in charge of not only assigned day-to-day operations, but also the financial well-being of the various projects under their supervision. They are in charge of hiring, training, and overseeing project managers, writing contracts, leading design construction planning, and the selection of subcontractors. The Vice President / Project Manager serves in a hands-on role in nearly every aspect of the construction process.

## REQUIRED QUALIFICATIONS FOR THIS POSITION

- Has successfully completed numerous complex projects (construction value \$10M+), where the candidate was responsible for the project's overall outcome: financial, completion, and schedule.
- Has hands-on experience and core training using CMiC, or related construction management software for project management design, scheduling, through build out.
- Has had extensive time management skills training and proven practical applications.
- Has a thorough understanding of scheduling, construction drawings, field drawings, and writing specifications.
- Has experience and core training in working with design professionals, consultants, and owners/developers.
- Understands and has extensive training in OSHA, First Aid / CPR, and diversity training.
- Has experience in project presentations, project manager reports, pre-qualifying sub-contractors / vendors, and project scheduling.
- Has experience and core training in risk management – insurance, sureties, bonds, contracts, sub-contracts, purchase orders, construction law, lien rights, subrogation indemnity, environmental hazard protection, storage control, general hazard pre-planning and protection, construction safety site management, asbestos and mold awareness.
- Has 10+ years “in field” and “on-site” project leadership and supervisory experience on multiple job sites.
- Has experience and core training in project management changes: PCO's, OCO's, Sub Co's and all associated documentation related to these items.
- Has experience and core training in quantity take-offs / pricing, shop drawings and submittals, and RFI's.
- Has experience in leading, reviewing, and understanding building codes, inspector reviews, planning, and permit submission and approvals.
- Understands and has led team development and educational training programs.
- Has knowledge and experience in pre-planning reviews, development of project business plans, and financial forecasting on project profitability.

## ESSENTIAL RESPONSIBILITIES

### JOB DUTIES:

- Work with team members to coordinate schedules and prevent/resolve any outstanding construction items.
- Update construction status reports.

- Manage building schedules to ensure on-time deliveries.
- Oversee the management of Project Managers, Superintendents, Assistant Superintendents, and Laborers.
- Qualify and select subcontractors and evaluate their performance.
- Review job sites and notify appropriate individuals of any current or potential risks.
- Review all work in process to ensure compliance with plans and specifications, building codes, and company standards.
- Visit each job site as assigned and review current construction to maintain Hands Construction standards for quality construction.
- Walk each facility prior to occupancy to confirm the condition is in accordance with the company's standards.
- Collaborate with the other personnel to ensure quality control, quality assurance, EPA, and OSHA compliance.
- Mentor construction personnel to ensure maximum development.
- Review and recommend improvements to both existing and proposed designs.
- Responsible for obtaining all necessary red-line information to plans.
- Responsible for project start-up, all permits, and code enforcements.
- Responsible for the appearance of all project facilities built to Hands Construction quality standards.
- Reviews and approves all contractors invoicing for work complete, and best possible value.
- Dynamic oral and business communication skills. Ability to take initiative and work independently while being a team player.
- Mentor and develop those within his / her organization structure.

## COMPUTER SYSTEMS

- Become knowledgeable in all pertinent project bidding, forecasting, and accounting-related software used by Hand Construction Company.
- Excellent computer skills; experience in MS Project, Primavera, MS Word, MS PowerPoint, MS Exchange Email, MS Excel, CMiC, AutoCAD – general understanding, Design Reviewer, and Adobe Professional.

## PHYSICAL AND BEHAVIORAL DEMANDS

- Strong interpersonal and organizational skills for effective communication to employees, colleagues, superiors, and customers.
- Must be able to work in a team environment.
- Must be able to multitask and follow up on issues as necessary.
- Detail-oriented with the ability to exercise excellent time management skills.
- Must be available to work the hours necessary to achieve success.
- Must be able to travel when necessary.

## EDUCATION, EXPERIENCE, AND ADDITIONAL QUALIFICATIONS

- Bachelor's degree or better.
- Ideal candidate has 10+ years of hands-on experience in the field as a Project Manager, Superintendent, or Field Supervisor in the Construction Management industry.
- Analytical ability to develop and implement improvements or recommendations.

- Attention to detail. Excellent organizational and analytical skills.
- Excellent written and verbal communication skills.
- Able to work well with Senior Executives and the Administrative Team.
- Must have the leadership qualities to be a mentor and be able to lead other team members.
- Must have exceptional customer relations skill set with the ability to maintain a successful relationship on difficult projects, should this occur.
- Must be a proven leader of people and projects with a "coach training leadership style."
- Must have a demonstrated sales and marketing mindset.
- Ability to pass a complete background, criminal, and credit check, as the position deals with confidential information.

## SALARY AND BENEFITS

- This is a full-time salaried position with a full benefits package.
- Salary will be commensurate with qualifications and experience.
- Salary will be competitive or higher with similar positions in the top 10 Construction Management Firms.
- Associated General Contractors, dues paid.
- Associated General Contractors – AGC Construction Management Certification continuing education fees paid.

Individuals who meet or exceed the established criteria as detailed in this position profile and posting are encouraged to send both a cover letter and resume.

**Note:** The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with the subject line: Hand Construction, Shreveport, La.

If sending via regular mail, please mark – Hand Construction, Shreveport, La.  
– on the outside of your envelope. Thank you.

## CONTACT INFORMATION, WHERE TO SEND ALL DOCUMENTS

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