**Position Title:** Installation Manager of Subcontract Installers

**Reports To:** Field Operations Segment Manager

**Job Purpose:**

The Installation Manager of Subcontract Installers is the primary point of contact and manager of MillerClapperton’s projects that utilize subcontract installation companies for the Field Operations segment of MillerClapperton. The primary purpose of an Installation Manager of Subcontract Installers is to successfully manage the installation of MillerClapperton’s projects from the beginning of the installation cycle to project completion and to complete them at or under budget. Additional purposes include the responsibility to oversee and mentor other employees in the Field Operations department. A fully capable individual who has a depth of knowledge in our subcontracting business and is capable of handling multiple projects with minimal assistance.

**Requirements:**

* College or Technical School degree in architecture, engineering, or construction management is preferred.
* Background and experience in architecture, engineering, or construction is preferred.
* Background and experience in exterior cladding and/or other building products is preferred.
* In the field hands-on experience or previously employed with a commercial General Contractor is preferred.
* Must possess the ability to manage the demands of multiple projects and multiple installing subcontractors.
* Must possess a desire to learn and teach all aspects of construction and the subcontracting business.
* Must demonstrate the ability to make sound decisions that lead to a successful and safe project promptly.
* Must demonstrate the aptitude to read and understand project specifications, architectural drawings, structural drawings, and installation drawings.
* Must demonstrate the aptitude to understand and check project installation drawings, review 3D models, fabrication drawings and sheet metal flat patterns.
* Must be willing and able to collaborate, train, and mentor team members in the Field Operations department.
* Must demonstrate an aptitude to learn, understand, and teach construction sequencing, quality standards, and product limitations.
* Must demonstrate an aptitude to make decisions quickly and convey accurate information to installing subcontractors, Project Managers, MillerClapperton customers, and other MillerClapperton Segment Managers.
* Must be able to prioritize and complete multiple tasks that may vary in urgency between multiple projects and multiple segments within MillerClapperton.

**Responsibilities:**

* Directly manage all aspects of the installation of products on assigned projects from installation start to Project Closeout.
* Review and manage assigned project’s contracts and ensure that the scope of work, installation durations, and other items within MillerClapperton’s control are properly represented and noted.
* Review and be responsible for all subcontract installed project setup tasks, including project plans, schedules, deadlines, and goals.
* Review and be responsible for project installation documentation throughout the installation duration.
* Review project installation drawings to ensure that they accurately portray MillerClapperton’s Scope of Work before they are released to the subcontract installer.
* Review and be responsible for square foot checks and panel counts of the scope of work before a project’s pre-installation meeting to be compared to the totals from an estimate.
* Prepare a written project installation schedule by area and sequence.
* Coordinating with MillerClapperton Field Operations Segment Manager to source and select an installation subcontractor to ensure a safe, timely, and cost-effective installation.
* Sourcing new subcontract installation companies and properly vetting them.
* Reviewing project Daily Reports for accuracy and schedule commitments.
* Review assigned project’s job card to ensure the accuracy of job costs towards MillerClapperton Cost Codes and reconciling them should there be any discrepancies.
* Coordinate daily with subcontract installation crews to ensure that deadlines are met in accordance with the project schedule and with the quality that is expected.
* Coordinating with MillerClapperton Project Managers to ensure that the assigned project(s) schedule requirements can be met.
* Traveling to project job sites to attend meetings or when in the best interest of the project.
* Approving monthly billing invoices in accordance with the schedule of values.
* Manage subcontractor’s extra work within the project’s contractual requirements to ensure that MillerClapperton is fairly compensated for all work performed on a project. This information will need to be prepared in conjunction with the Project Manager.
* Accurately update Installation Schedule and confirm its accuracy weekly.
* Perform monthly percentage of completion reviews with the Field Operations Segment Manager.
* Perform project post-mortem reports on completed project that shall include all cost codes that pertain to the Field Operations Department.
* Attend all assigned project pre-installation meetings.

**Work Context:**

* High degree of accuracy, attention to detail, and exactness is extremely important in this position.
* Ability to work with a wide variety of MillerClapperton employees, installing subcontractors, customers, and personalities.
* Ability to manage stress and high-pressure situations.
* Excellent verbal and written communication skills are very important to communicate with employees and customers.
* Excellent time management and prioritization skills are necessary due to the demands of the position.
* Out of state traveling by car or airplane will be required.
* On the job site training will be required.

**Physical Demands:**

* Exposure to typical construction work areas and job site terrain.
* Work on platforms, aerial lifts, and personnel hoists.