

## JOB DESCRIPTION FOR CONSTRUCTION DIRECTOR

### **POSITION TITLE: Construction Director**

**SALARY:** Commensurate with experience.

**BENEFITS:** Room and Board is provided while traveling. A Workman's Compensation insurance plan is provided. A group health insurance plan is available with AEI contributing 70% of the premium. Paid vacation per longevity

**POSITION SUMMARY:** The Construction Director will have a thorough knowledge of the challenge course and zip line tour industry. This position requires adaptability due to the multi-faceted nature of the company, and travel is a requirement because of the geographical location of our clientele. The safety of our staff and clients is of utmost concern during installation of a challenge course or a zip line tour. The Construction Director is responsible to the Director of Operations and Owner/CEO.

### **ILLUSTRATED DUTIES:**

- 1) Design and Install challenge course elements, zip line tours, and adventure courses in addition to other structures as per AEI needs;
- 2) Create and manage budget for the department
- 3) Create an annual marketing plan & actively market the sales of courses;
- 4) Create and maintain systems for tracking pricing and job costs;
- 5) Hire and develop skills of all Installers and the Administrative Assistant for Construction;
- 6) Oversee the scheduling of installations and inspections;
- 7) Oversee the communication of the schedule to installers;
- 8) Direct pre-build meetings with installers organized by the administrative assistant;
- 9) Maintain and ensure a safe working environment for all employees;
- 10) Ensure that all materials are ordered and prepared for installations;
- 11) Maintain hardware and materials inventory;
- 12) Conduct site evaluations for potential clients;
- 13) Conduct challenge course inspections;
- 14) Assemble challenge course products;
- 15) Oversee the creation of bid proposals by the Administrative Assistants;
- 16) Complete clerical work within the office setting;
- 17) Interact and maintain a positive rapport with clientele to include timely responses to phone calls and inquires, etc.;
- 18) Stay current with the ACCT standards and other professional organizations;
- 19) Develop strategies for professional growth;
- 20) Stay current with challenge course/zip line tour design, installation & facilitation practices;
- 21) Conduct an annual Construction meeting with relative staff;
- 22) Conduct annual evaluations of all full time Installers;
- 23) Maintain a good working relationship with other staff and other departments;
- 24) Make good, sound, safe decisions;
- 25) Maintain good physical condition;
- 26) Follow the guidelines as set forth in the AEI handbook;
- 27) Other duties as assigned.

### **POSITION REQUIREMENTS:**

MUST HAVE TWO OR MORE OF THE FOLLOWING:

- a) Meet current ACCT standards for QCCP Designer, Inspector, and Installer
- b) Construction Management experience
- c) Carpentry experience
- d) Challenge course construction experience
- e) Engineering training and/or degree