

Positions in Construction

Position	Primary duties
Operations	
Project Executive	Deliver successful projects by meeting or exceeding corporate and project goals and assisting in the development of new work through business relationships and estimating.
Project Manager	Deliver a successful project by meeting or exceeding corporate and project goals for safety, quality, profitability and schedule, resulting in extreme customer satisfaction.
Superintendent	Implement best practices that drive safety, serve as a field general that motivates and enforces a strong safety culture on the project, and proactively identify potential “problem areas” early in the process and develop strategies to overcome obstacles.
MEP Coordinator	Manage all the mechanical, electrical, and plumbing (MEP) activities to ensure that the proper coordination and implementation occurs from inception of the project to commissioning.
Project Engineer	Monitor and manage all project documentation, and assist with ensuring safety, quality, schedule, and customer satisfaction.
Health, Safety and Environmental Manager	Oversee and ensure the health and safety of employees, subcontractors, the public, and protection of the environment on projects as assigned.
Project Accountant	Perform all the accounting functions required on projects to ensure a successful project experience.
Project Administrator	Provide support to the team in administering and expediting all project requirements including subcontracts, change orders, submittals, and other project-related documentation.
Operations Support	
Director of Health, Safety and Environmental	Protect and promote the interests of the company by developing, implementing, and managing corporate health, safety and environmental programs, and enforce policies and procedures that eliminate negative environmental impacts and achieve a goal of zero incidents.
Director of Quality	Lead quality department strategic planning, facilitate the company’s quality assurance/quality control activities, and define and hold the department accountable for annual goals of “zero rework”.
Director of Virtual Construction	Oversee the use of Building Information Modeling (BIM) to obtain profitable work and provide on-site project teams with a greater means to deliver successful projects.
Warehouse Manager	Manage warehouse operations to ensure that all jobsites receive the necessary materials, equipment, and service to build our projects and help support corporate properties and activities.
Surveyor	Plan and provide timely and accurate construction layout services to assigned projects and assist project teams in determining the correct survey/lay-out equipment to utilize on projects.

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Estimating	
Sr. Director of Estimating	Collaborate with management in deciding on the best opportunities for the company, develop and maintain relationships, and obtain profitable work by leading and managing estimators.
Director of Preconstruction	Obtain work and maintain strong relationships, develop budgets and estimates for preconstruction efforts, provide value analysis, and collaborate with subcontractors and the project team.
Director of Mechanical/Electrical Services	Coordinate support to estimating, preconstruction, and project teams for mechanical, electrical, and plumbing (MEP) trade work. Develop MEP document control processes such as an MEP coordination process, training, and commissioning.
Estimator	Assist the lead estimator by providing quantity takeoff information, pricing specific tasks of work, evaluating specifications and drawings, and soliciting subcontractors and suppliers.
Estimating Small Business Coordinator	Support estimating and manage small and disadvantaged business efforts in “get work” opportunities. Develop and maintain relationships with small and disadvantaged business contractors.
Management and Company Support	
Division Vice President	Plan, organize, coordinate, manage, and control the department’s estimating and operations activities, develop the annual business plan, and lead strategic planning to achieve annual goals.
Chief Financial Officer	Ensure ethical accounting practices, monitor the preparation of monthly financial statements, and direct the operations of the accounting department.
Director of Business Development	Develop and maintain long-term customer relationships, communicate the company’s brand, and participate in organizational efforts to preposition, formally pursue, and win new work.
Director Wellness Community	Create a culture of health and improve the well-being of employees and their families. Assist leadership in developing and implementing awareness, engagement, and wellness programs.
Information Technology / Systems Administrator	Manage information, telecommunications systems, communications infrastructure, and related technologies. Maintain efficient systems to ensure the free flow of information.
Director / Manager of Human Resources	Direct and administer corporate HR policies and programs, manage the employee selection process, manage the intern process, and represent the company at professional career events.
Director of Marketing	Lead and manage all marketing policies, objectives, and take overall accountability for marketing activities that include events, public relations, writing, strategic marketing planning, social media, data organization, research, and overall branding and positioning.
Proposal Manager	Manage proposals, presentations, and qualifications.

Positions in Construction

Trades / Crafts	
Apprenticeship Programs	To find out about Apprenticeship programs for various trades, visit: http://www.buildersguild.org/index.php/apprenticeship-programs A brief description of what each trade does is listed below.
Trade	Primary duties
Boilermaker	Specialize in the following work: welding, acetylene burning, asbestos abatement, chipping, caulking, reaming, fiberglass laminating, fitting-up, grinding, rigging, riveting, scaffold erection and dismantling, stack work, steel erection, tube rolling, and impact machine operating performed in industrial and commercial plants.
Bricklayer	Build walls, partitions, arches, fireplaces, and other structures from bricks, blocks, structural tile and other pre-made materials.
Cement Mason	Smooth and finish exposed concrete surfaces on projects such as walls, floor, steps, sidewalks, driveways, and roads. The bulk of the work is in commercial and industrial buildings, as well as in heavy highway construction.
Carpenter	Construct, erect, install and repair structures and fixtures of wood, plywood, metal studs and wallboard. They erect framework in buildings, and install molding, wood paneling, cabinets, windows, doors, and hardware, as well as build forms for concrete work, build stairs, and lay floors.
Drywall Finisher	Seal joints between gypsum board and other wall board to prepare surfaces and ceilings for painting.
Electrician	Install, maintain and test power, lighting, communications, and other systems in all building types. Electricians are trained in instrumentation and in the use of fiber optics.
Elevator Constructor	Install, repair, and maintain elevators, escalators, wheelchair lifts, dumbwaiters and movable walks.
Floor Coverer	Install or replace/repair all types of flooring materials, from carpet, sheet vinyl, tile, wood and laminates, and even sports surfaces in residential, commercial and industrial buildings.
Heavy Highway Carpenter	Build and assemble forms for concrete structures such as bridges, retaining walls, tunnels, hydro-electric developments, locks dams and sewage treatment projects.
Glazier	Perform the work to enclose buildings with curtainwall, storefront, window, and entranceway. Glaziers also service contractors installing skylights and numerous interior work.
Insulator	Insulate both industrial and commercial mechanical systems for energy savings, burn protection, as well as to control temperature transfer and condensation.
Ironworker	Specialize in the following work: structural steel erection, precast concrete construction, bridge work, ornamental iron, reinforcing steel placement, welding, rigging/machinery moving, and industrial plant maintenance.

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Trade	Primary duties
Laborer	Build and repair roads, highways, bridges, and tunnels, construct residential and commercial buildings, clean up hazardous waste sites, and perform many other types of work.
Mill Cabinet Worker	Specialize in customized woodworking, designing and creating furniture, and fabricating and installing permanent fixtures from wood including cabinets, moldings, door frames and interior stairs.
Millwright	Install and maintain conveyor systems and large machinery for factories and shops.
Operating Engineer	Operate, maintain and repair heavy construction equipment, such as cranes, backhoes, loaders, scrapers and bulldozers for use in the construction of buildings, factories, roads, dams, power plants, pipelines and bridges.
Painter	Handle a wide variety of finishing that ranges from surface preparation and protective coatings to ornate paint finishes and wall coverings. Also included in painting services are bridge and tank painters that sandblast before a surface can be painted.
Pile Driver	Build and maintain all types of piling and caissons, and specialize in foundations for buildings, dams, and bridges.
Plasterer	Finish walls and ceilings using all types of interior and exterior products.
Plumber	Design, install, and maintain sanitary, storm, water supply and gas service lines, plumbing fixtures and mechanical equipment, which ranges from underground installation to final connections of fixtures and equipment.
Roofer	Work outdoors to install roofs on structures using a variety of materials. They also specialize in waterproofing and dampproofing, and lining ponds and tanks.
Sheet Metal Worker	Fabricate anything from HVAC systems to architectural roof and cladding systems, industrial material handling systems, sign work, ornamental work, custom kitchen and food handling equipment, and anything else made of metal.
Sprinkler Fitter	Installation and maintenance, repairs, adjustments, and corrections of all fire protection and fire control systems including the installation and testing of backflow devices.
Steamfitter	Fabricate, install and service piping systems. Steamfitters work with process piping, steam, refrigeration, air conditioning, medical gas, boilers, pipe fabrication, hydraulics, controls, all welding processes, HVACR service, energy management, rigging, drafting/CAD drawing, and industrial instrumentation.