

## **Vice President, Base Building Project Manager**

### **Client:**

Our client, a prominent, Washington, DC area based mixed-use investment/development company seeks an experienced construction professional to join the organization. With decades of experience owning, developing, and managing a 10 million square foot operating portfolio of office, industrial, retail, and multifamily properties, this organization is now very well positioned to capitalize on several large, mixed-use ground-up development projects, and therefore creating new career opportunities within the organization .

### **Position Summary:**

Reporting to the Senior Vice President, Construction for the organization, this position is responsible for overseeing day to day management of large, mixed-use, base building projects, including but not limited to; management of architects/engineers, consultants, plan submissions, permits, bonds, submittals, contracting requirements for consultants and general contractors for each company project.

### **Key Responsibilities:**

- Manage consultants for development of project construction documents for base building construction and any associated tenant improvement work
- Compile conceptual budgets and competitive bids
- Oversee plan review and permit approval process
- Compile bid list and front-end documents for bidding
  - Manage the bidding process through contractor selection and award
  - Initiate and secure approved Expenditure Approval Form (EAF) with Senior Management
  - Manage Contract procurement including contractor pay request
- Daily oversight of all construction projects under their supervision
  - Manage the Architect & Engineering Consultant including RFI and Submittal reviews
  - Responsible for project Cash Flow Forecasting and monthly contractor requisitions

### **Required Experience & Skills:**

- 8-15 years of experience in base building construction, including high-rise experience
- Bachelor's Degree in Construction Management or Civil Engineering OR equivalent work experience
- CCM (Certified Construction Manager) desirable
- LEED AP desirable
- Extensive commercial experience required with emphasis in multi-family is desirable
- Ability to manage multiple projects simultaneously and successfully
- Ability to effectively respond to unforeseen conditions and to mitigate schedules impacts
- Ability to use rational resources to solve problems and make decisions
- Ability to manage assigned tasks and meet deadlines

## **CONTACT INFORMATION**

**Please refer all resumes to:**  
**[resumes@themaingroup.com](mailto:resumes@themaingroup.com)**

**The Maison Group, Inc.**  
**Real Estate Executive Search**  
**4915 Saint Elmo Avenue, Suite 101**  
**Bethesda, MD 20814**  
**[www.themaingroup.com](http://www.themaingroup.com)**