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# Example of Design & Construction Job Description

Our company is hiring for a design & construction. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for design & construction

* Assist in the administration of the construction of industrial trackage or other third party projects to ensure railway operational requirements and quality standards are met
* Develop post-bid design schedule with Designer, and coordinate/integrate with construction schedule through estimating staff
* Participates in all discipline task force teams, peer reviews, and evaluation of construction means & methods
* Meets with and maintains liaison with design consultants, contractors, users, and in-house personnel
* Track and report progress of assigned projects to all internal and external teams
* Lead and manage project activity from feasibility through closeout and turnover to operations for a portfolio of dozens of active projects at any given time
* Integrate with key partners (end users, IT, procurement, corporate security and facilities management) in developing and delivery of solutions
* Partner with procurement organization to secure General Contractors, Architects, Engineering firms and other services and hard goods for capital projects
* Develop and manage annual Capital budgets including estimating, forecasting and adjusting based on corporate direction
* Develop, execute and optimize processes and procedures in a controlled, well-managed and efficient manner to optimize project outcomes

## Qualifications for design & construction

* Master’s degree in Business Administration, or Master’s degree in Finance, or Master’s degree in Supply Chain
* Implement and utilize leading tools and techniques to optimize project outcomes
* Institute a data-driven culture for planning, measuring, decision-making and reporting throughout the project management lifecycle to ensure optimal balance of cost, quality, risk and speed
* Position is based in McLean, VA with travel in the U.S. up to 25%
* At least 7 years of experience in the Design and Construction industry
* At least 7 years of experience managing people, or at least 7 years of experience leading teams