



## **Division Manager – Industrial Services Division**

### **ABOUT US:**

J. Davis Construction is a full service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The Industrial Service Division is focused on being the premiere facilities and production maintenance contractor for industry across our service area. We have a vast project resume ranging from Process Piping, Equipment Rigging, Electrical, Structural Steel, Structural Concrete, Mechanical, Millwright, and Service Contracts.

### **POSITION SCOPE:**

Successful candidates for the Division Manager of Industrial Services will exhibit the traits and business acumen to successfully lead and grow the profitability of the division. We are looking for a high integrity individual with strong contract industrial maintenance experience. Paying particular attention to a candidate's business development and operations experience as these areas are of high importance to the success of this position.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Responsible for strategic planning for the division
- Leads the business development and customer retention efforts for the Division
- Manages Pre-Construction and Presentation to New Clients
- Builds/Maintains Marketing Strategy with assistance from the marketing department
- Assists marketing in the development of all division marketing collateral
- Maintains customer data base
- Produce and maintain the initial Division Overhead Budget and monitors Monthly
- Manage existing customer needs to promote new projects
- Produces and negotiates customer contracts
- Introduces Operation and Project Manager to Client
- Negotiates best approach for each client's needs
- Reviews, with Division Operations Manager, status of existing projects monthly and tracks division growth and profitability
- Plans, procures, and purchases capital and equipment purchases, with approval from President
- Is responsible for working with HR Department to recruit new talent to grow division
- Plans strategy for building craft labor resource pools
- Makes suggestions to improve safety culture

**SKILLS & ABILITIES:**

- 5 plus years in management role in a contract industrial maintenance environment
- Knowledge and experience negotiating maintenance service contracts
- Knowledge and background in the following areas: Process Piping, Equipment Rigging, Electrical, Structural Steel, Structural Concrete, Mechanical, Millwright
- Strong relationship and recruiting skills
- Familiarity with construction project management software (ProCore, Sage 300, Viewpoint, etc.)
- Reading understanding contract documents and P&ID drawings
- Knowledge and a background with project Estimating, Planning, Scheduling and Budgeting
- Must be computer literate with a working knowledge of Microsoft Office applications
  - Word, Excel, Outlook, Project

**J. DAVIS EMPLOYEE EXPECTATIONS:**

- Maintain company mission and core values
- Ability to work independently or in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

**REPORTS TO:**

- President

**SUPERVISORY RESPONSIBILITIES:**

- Operations Manager

**EDUCATION AND WORK EXPERIENCE:**

Preferred ten (10) or more years' experience with knowledge of construction, design, cost management and leadership as a Division Manager, Operations Manager or similar position in a Contract Industrial Maintenance environment.

Bachelor's Degree in Construction Science & Management, Management, Business Administration or a related field is strongly preferred, but not required.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, [rjohnson@jdavisinc.com](mailto:rjohnson@jdavisinc.com).