

Job Title: Director of Structural Engineering**FLSA Status: Exempt****Reports To: VP of Engineering and VP of Operations**

SUMMARY

The Director of Structural Engineering's primary areas of responsibility – management and scheduling of the local discipline team, coordination with other Directors/Managing Partners/Project Managers in leadership of projects, participation in the hiring/annual review process, and coordination of mentoring/training opportunities for BKV staff. The Director of Structural Engineering reports to the VP of Engineering and VP of Operations, administers policies approved by the Board of Directors, and partners with the Managing Partners, VP of Operations, and VP of Professional Services as required to accomplish the objectives and goals related to the discipline.

Primary Responsibilities:

Includes the following and other duties may be assigned:

Hiring Staff

- The Director of Structural Engineering shall work with the VP of Engineering (VPE), VP of Operations (VPO) and VP of Professional Services (VPPS) to provide recommendations for required new hires, in both experience level and number, as well as staffing adjustments as required.
- The Director of Structural Engineering participates in and provides recommendations for interviews with VPPS and others as required. The VPPS coordinates the hiring/offer letter process.

Scheduling Staff

- Manage project team assignments for local discipline staff.
- Conducts or participates in a weekly staffing meeting with all discipline staff in all practice sites. Discuss scheduling requirements to meet upcoming deadlines, availability and allocation for various project needs. Ensure staffing is updated in Unanet each week for all discipline staff. Staffing shall be allocated monthly in Unanet.
- Notify the VP of Engineering and VPPS of staff availability in each office for potential reassignment, or of upcoming shortfalls for project needs. The VPPS to assist with resolution of staffing assignments across practice sites.

Weekly Managing Partner Practice Site Meeting

- Attend weekly meetings conducted by the Managing Partner and VPO with local Discipline Leads/Discipline Directors/Project Managers to identify and discuss project schedule resolution.
- Review weekly scheduled billable hours/goals and identify billable hours resolution.
- Communicate required information from the meeting to the discipline staff.

Monthly Operations Meeting

- Attend monthly Operations meetings conducted by VPO with Discipline Leads/Discipline Directors/Project Managers to discuss issues related to project execution process, various directives from Board Meetings, general management topics, interdisciplinary communication issues, and updates from each discipline provided for all Directors information.
- Identify local issues/topics prior to monthly Operations meeting to bring forward for discussion to Discipline Directors and VPO. Provide identified agenda items to VPO.
- Review monthly billable achieved vs. goals and identify areas for resolution.
- Communicate required information from the Operations meeting to the discipline staff.
- Advocate for discipline with other Discipline Leads and Directors.

Project Management Deliverables and Budgets

- Work with the Project Managers to comply with requirements on project deliverables, schedules, and budgets. Review status of these items with the VPO, and Managing Partner as required, to work toward resolution when these project commitments are not being fulfilled.

Employee Review Process

- Conduct/participate in annual review meetings and 90-day reviews for discipline staff and others as assigned by VPPS.
- Coordinate with the VPE and VPPS for recommendation of staff promotions of position and leadership levels, in preparation for year-end annual reviews. VPPS will present recommendations to the Board for review.
- Coordinates annual salary reviews with CFO/VPPS/VPE.
- Brings forward to necessary parties any critical concerns related to performance/BKV culture/management/etc.

Mentoring and Training

- Coordinate with the VPE, VPPS and CFO for mentoring and training opportunities for all staff.
- Advocate for attendance by staff at required/critical BKV training sessions.

Document and Detail Standards

- Assist in the oversight of the development and maintenance of discipline drawings standards and details. Meet with the VPO and BIM Managers to review discipline standards and proposed updates.

Quality Control

- Responsible to know and uphold the use of all quality standards.

Business Development

- Assist/Participate in business development related activities at the request of the Discipline Lead/Managing Partners/BD staff related to development of the discipline practice group revenue goals and marketing plans.

Communication

- Maintain professional verbal and written communication.
- Support BKV leadership with proper communication to team members regarding special requests or directives from the Board.