



Job Title: VP, Construction/Capital Projects
Reports To: SVP, Construction/Capital Projects
Department: Asset Management
FLSA Code: Exempt
Date Modified: January 2020

Job Purpose

The Vice President of Construction/Capital Projects will manage and execute capital projects for the company ensuring that work is completed within budget, schedule and scope. These projects include expansions, market ready work, tenant improvements and large repair and maintenance items. In addition to, this position will be assisting Asset Managers with property management duties, supporting the Acquisition Group with underwriting and assisting the Senior Vice President, Construction Management with managing the holistic capital budget.

Duties and Responsibilities

- Manage capital projects to ensure that the work is completed within the budgeted cost, the documented scope, and schedule.
- Source contractors; prepare scopes of work and evaluate proposals to provide the lowest cost best value to the company.
- Assist the Senior Vice President, Construction Management to prioritize projects for execution within the company's overall capital budget.
- Review tenant leases to determine financial responsibility for maintenance and repair items to our buildings.
- Visit properties owned by the company to ensure that the tenants are maintaining the facilities in accordance with the terms of the lease.
- Coordinate annual site visits with asset managers so that all buildings are visited at least once per year.
- Act as the property manager in addressing tenant issues on properties where STAG has not engaged a third-party property manager.
- Provide construction pricing to the acquisition group for major repairs and building improvements.
- Inspect new construction acquisitions and build to suits for conformance with the purchase and sale agreement and identify issues that would pose a liability to the company.
- Coordinate roof repairs with Roof Management.
- Ensure that all projects are entered into QuickBase to track the progress, payment and accrual status.

Qualifications

- Bachelor's Degree in Engineering or Facility Management
- 10+ years of Construction Management or Facility Management experience
- Experience with a general contractor and/or being on the construction side of projects
- Knowledge and experience with managing HVAC, plumbing, electrical systems, generators, building envelopes and energy management systems
- Background in developing/understanding budgets/estimates for the types of projects listed above
- Strong background in Microsoft Excel and the ability to work with various scheduling and budgeting systems
- Ability to organize and prioritize
- Highly effective verbal and written communication skills

Working Conditions

Required to travel 50% or more across the continental U.S. The position does require building visits that include walking the entire property inside and out including on the roof and working collaboratively with and supporting several different Asset Managers and Acquisitions personnel.

Direct Reports

No direct reports.