



Director of Operations

Job Purpose

The Director of Operations at DAVENPORT is responsible for the operations areas of the company, including Traffic, Roadway, and Site/Civil. This role has accountability for the work done by these 3 departments in the execution of projects for the company.

Duties and Responsibilities

- Ensures all projects are managed on time and within budget.
- Formulates business strategy with leadership team.
- Design policies that align with the overall strategy.
- Implements efficient processes and standards.
- Trains, mentors, and grows junior engineers with the company.
- Ensures that projects meet all standards for quality.
- Communicates directly with clients to ensure projects meet and exceed clients' expectations.
- Manages contracts and relations with clients, vendors, and/or partners.
- Evaluate risks and lead quality assurance efforts.
- Oversees expenses and budgeting to help the organization optimize costs and benefits.
- Mentors and motivates teams to achieve productivity and engagement.
- Reports on operational performance and suggest improvements.
- Responsible for managing that departmental core processes are documented and followed by all.
- Champions the culture of the Operations Team.

Qualifications

- Bachelor's Degree in a related field from an accredited university.
- Familiarity with all business functions.
- 5+ years of experience in managing professional staff.
- 10+ years of experience in managing complex projects involving multiple departments and staff.
- Experience in Roadway or Civil Design preferred.



Demonstrated Abilities

- Support RFP responses
- Collaboration skills
- Technical capacity
- Communication proficiency
- Ability to manage professional staff effectively
- Excellent organizational and leadership ability
- Problem-solving aptitude
- Time management
- Proposal development
- Strong workload management

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected. Travel is expected to be approximately 25% of working time and will consist primarily of site visits and meetings.

Reports To

- Integrator

Direct Reports

- Lead the Traffic, Roadway and Site/Civil Departments