

URBANETECTONICS, LLC



Industry Divisional Manager

Last Revision: 02122019

Job Description

The Industry Specific Manager manages and oversees operations of a specific industry division or divisions. Candidate must be able to balance multiple tasks, monitor key metrics, have great communication skill, must work well with others, and can perform administrative duties as it relates to specific industries.

This position is responsible for client care, for quality service or product delivery, and for managing project teams. Associate must be well versed in the product. Associate must be able to identify technically sound practices, ways to streamline processes, and monitor the quality of service and product output. Associate must be able to communicate well. Associate prepares routine and advanced correspondence including letters, invoices, and reports, for confidential and time sensitive material.

Qualifications

Education: This position requires an undergraduate degree in science, technology, engineering, or math and more than 10 years experience in building science, engineering, or the oil & gas industries.

Physical Requirements: 25 lbs lifting, 25 lbs pushing/pulling, bending, stooping and squatting

Pay Schedule

This is a project-based position which varies with the service or product fee. There is a base salary at the professional level. Commission schedule for referrals are applicable.

Organizational Structure

Typically reports to the Executive Committee, Managing Partner, or signing agent.

I clearly understand my duties and responsibilities, as indicated above, and I understand the standards by which the success of our company is measured.

Print Name: _____ Date _____

Signed Name: _____