



Job Description / Coastal Area Manager

Job Title: Legacy Coastal Area Manager
Reports To: President and COO
Supervises: On Site Construction Managers / On Site Purchasing / On Site Sales (if applicable) / Site Administration / Contractors, Vendors, and Professional Consultants.
FLSA Status: Exempt
Department: Construction
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Summary

The Area Manger will provide overall construction leadership and profitability for Legacy DCS's Coastal Division. Primary responsibilities, to include the following functional areas of the business, sales, customer relations/satisfaction, budget creation, margin preservation, production, quality control, safety adherence, organizational development, and human resources.

The Area Manger works directly on strategic planning, focusing on improving current systems and work processes, enhancing management practices and developing the team. The Area Manager oversees company operations which include, construction, production, purchasing, and customer service as well as preparing budgets, overseeing scheduling and monitoring budget costs.

The effective results achieved by the area team is paramount to the long term success of Legacy DCS.

Major Responsibilities and Activities

- Lead and inspire the Coastal Division of Legacy DCS to achieve operational and organizational excellence.
- Provide direction for and ensure implementation of the business plan, as relates to all functional areas of the business, including; customer relations, internal and external production, organizational development and human resources.
- Establish and/or build solid relationship with land developers, home builders, developers, industry consultants and major contractors, in order to promote and achieve successful projects.
- Evaluate and develop the market and business relationships necessary to achieve and exceed defined business objectives.
- Ensure cost effectiveness and quality of all product offerings and processes.
- Promote and create product differentiators to motivate prospects to choose Legacy, over competitor's offerings.
- Develop efficient organization structure; to evaluate, recruit and retain leadership, per business plan, to ensure that the proper team is in place, to drive business results.
- Provide ongoing coaching, training and support to team members to ensure performance evaluation goals are met.
- Conduct weekly key results review meetings with Legacy Management Team.
- Set quarterly goals with leadership and evaluate the performance and achievements of goals.

- Represent the company in local civic, political and industry activities in order to generate positive public relations opportunities.

Job Specific Competencies

- **Sales-** Focuses on setting and achieving sales goals to maximize profit, while providing the customer with exceptional quality, value and the highest levels of satisfaction in the industry.
- **Production-** Leads and influences overall new home construction process while offering exceptional value, quality and the highest level of satisfaction to our customers.
- **Customer Care-** Leads and provides strategic direction for the sales programming to continually exceed customer expectations and build long term profitable relationships.
- **Internal Operations-** Influences the execution of design and purchasing processes while establishing and maintaining positive business relationships with Legacy and trade supply partners.
- **Accounting and Finance-** Consults with accounting/finance leadership team in order to effectively evaluate **division's** financial performance and adjust business plans to optimize financial performance and ensure fiscal responsibility.

Additional Responsibilities

- Recruit highest quality employees.
- Recruit highest quality vendors & subcontractors at the best price. (Price, Quality, Service, and Terms.)
- Budget – Aide in establishing base budgets for all plans and communities.
- Options – Aide in identifying and creating budgets for all pre-determined options. This will require manager to work jointly with interior designers, field managers, sub-contractors, and suppliers. Options will be set up and maintained using Co Construct. (the web based software that Legacy currently employs)
- Change Orders – Use Co-Construct for requesting and pricing change orders and communicating change orders to our buyers, field managers, interior designers, and sales team members.
- Communication – Establish and maintain excellent communication with our clients, field managers, subcontractors; suppliers, sales staff, and fellow coworkers. Develop, and communicate quantifiable expectations and then EXCEED them.
- Upon completion of Architectural plans, send plans for Engineering. (foundation, framing, and windstorm (if applicable))
- Insure that each job has an official start memo once all Legacy start requirements have been fulfilled
- Develop standard labor forms for each project in order to establish labor prices and engage project teams in recruiting labor resources.
- Monitor weekly and monthly payroll
- Material control – develop method to verify accuracy of material take offs and adjust quantities as needed. Implement just on time delivery to meet construction schedule, quantities are verified, and material has been stored safely and secured to prevent damage and theft.
- Contracting. Insure that no contractor is working on Legacy DCS projects unless a Legacy DCS Sub Contractor / Supplier Contract has been fully executed and minimum insurance requirements are met.
- Insure that Legacy has charge accounts with all suppliers and that terms of the agreement are communicated to the Accounting Department.
- Develop Legacy Standard Operating Procedures and Best Practices.
- Participate in weekly management meetings. (Tuesday mornings)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelor's degree from an accredited college or university; and a minimum of ten years related experience and training; or equivalent combination of education and experience. A great amount of computer experience is required. Excellent communication skills, both written and oral.

Supervisory Responsibilities: his job has supervisory responsibilities for all On Site Construction Managers, On Site Purchasing, On Site Sales, Site Administration, Contractors, Vendors, and Professional Consultants. Responsibilities' include planning, directing, and monitoring work and appraising performance. Makes recommendations to the President and COO regarding promotions/transfers, salary actions, hiring, disciplinary discussions, and terminations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand; walk, climb stairs, use hands and fingers, handle, or feel; reach with hands and arms. Employee will also be required to spend time out in the elements and will be exposed to environmental conditions that are not controllable. Employee is also required to communicate both orally (both in person and via the telephone) and by writing. The job will require that a portion of time will be spent using a computer. The ability to perform standard key board data entry and vision requirements to view and focus on computer monitors is essential. Employee lifts up to 50 lbs. on a regular basis. The employee will be required to travels regularly via automobile between locations.