

M & J Wilkow, Ltd.

Position: Director of Retail Construction

<http://www.wilkow.com>

M & J Wilkow is seeking a Director of Retail Construction who will be responsible for managing construction projects for its portfolio of retail properties, working with internal and external resources to ensure design objectives are met and projects are delivered on time and on budget. Based in Chicago, IL, The Director of Construction is responsible for the strategic planning and execution of all projects, facilitating the process from LOI and pre-construction through delivery of possession and project close out. Projects will include, but are not limited to tenant buildouts, capital improvements, expansions and redevelopments.

**Essential Functions/Major Responsibilities:**

- Reporting to the head of retail property management to lead all construction activities for the Company's shopping center portfolio.
- Implement construction management activities including redevelopments of existing properties, capital improvements and tenant buildouts.
- Review LOIs and provide budget estimates to facilitate leasing. Negotiate landlord work exhibits and provide input on constructability and compliance with lease language and REAs.
- Collaborate with professional teams including asset managers, architects, leasing brokers and portfolio/property managers.
- Prepare RFPs, obtain and review bids, and negotiate contract terms. Prepare construction contracts and AIA documents with input from legal.
- Review tenant and landlord drawings to ensure they are in accordance with leases, existing conditions, budget and schedule.
- Establish relationships with vendors including architects, general contractors and subcontractors in retail markets throughout the US.
- Manage architects, engineers and all required consultants necessary to obtain permits and approvals to carry out landlord's work. Attend meetings as necessary to move projects along.
- Interface with local government to secure necessary approvals. Work with City officials to discuss regulatory and permitting issues and obtain approvals.
- Create project schedules in coordination with project team including asset manager, portfolio manager, leasing broker, architect, and general contractor where applicable. Document progress and update schedule.
- Develop and monitor project budgets. Review draw requests and approve invoices for payment.
- Inspect projects to ensure all work is performed to contract design specifications and in accordance with safety standards.
- Manage project closeouts, including final resolution of all punch list work and change orders, obtain final lien releases, review O&M/warranty documentation and process disbursement of retained funds.
- Evaluate physical conditions of potential retail acquisitions.
- Develop and refine the Company's construction guidelines and best practices.

**Education and/or Experience:**

- 7+ years of construction management experience with 3+ years in retail construction
- B.S. degree in Architecture, Engineering or Building Services (Construction Management) or equivalent experience
- Demonstrated expert technical and business knowledge in all aspects of retail construction: design, architecture, permitting, and construction
- Able to establish and maintain effective relationships across diverse groups, including individuals at all levels both within and outside the organization
- Excellent communication skills, both oral and written, and the ability to prioritize multiple projects concurrently with strong attention to detail
- Strong aptitude for financial analysis
- Proficient with MS Office applications; familiar with CAD software programs
- Ability to travel as needed (approximately 30% of time)

**Job Conditions:**

Position is based in the Corporate Office in Chicago, Illinois and requires domestic travel 30% of the time. Regular attendance is a prerequisite in accordance with a regular schedule established for the position by management.

The Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is not an employment contract, implied or otherwise. The employment relationship is "At-Will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

We offer a competitive salary and comprehensive benefits package including medical, dental, vision, disability, life, 401(k) with match and paid time off.

We are an equal opportunity employer.