

Division Leader – Major Projects

Position Summary:

Business Development and Marketing:

- Develop new and existing clients to increase the revenue of the Major Projects Division. This includes assisting FPCG marketing staff with digital and in-person marketing efforts such as writing technical whitepapers, providing presentations, attending conferences, stakeholder meetings, and industry-specific events to promote FPCG's capabilities and win new business.
- Maintain client relations through management, positive communication, and quality of divisional workmanship.
- Compensation above base salary and benefits will be directly proportional to the value and growth of this Division.

Competently train staff in the following:

- all federal, state, and local laws applicable to code consulting and systems design that affect each staff member's tasks.
- general code consulting using the applicable International Code Council (ICC) and National Fire Protection Association (NFPA) body of codes as required throughout the execution of major projects.
- development of life-safety plans, and other code consulting deliverables, required throughout the execution of major projects.
- design and specification of life-safety systems for buildings or other applications, as prescribed by a project scope of work.
- computer modeling of complex gas, fire, and smoke movement scenarios using Fire Dynamics Simulator software.
- complete building and site surveys for design or system commissioning.
- proper execution of other technical work products offered by FPCG including but not limited to review of contractor submittals and calculations, opinions of probable cost, and deliverable technical quality control.
- proper execution of non-technical work including project management, quality control processes, team communication, design coordination, workflow management, project budget management, deliverable formatting, and file management.

Perform the following tasks:

- meet with potential customers to review project information and develop a proposed scope of work. Develop proposals and fee estimates for work to be assigned to the Major Projects Division.
- oversee and be responsible for all aspects of Major Project's, deliverables, deliverable quality and timeliness. When applicable for a given project, responsible for designs, surveys, and commissioning activities in accordance with governing codes.

- assign staff to, and assist staff in, preparation of comprehensive design packages including code consulting, life-safety plans, fire protection, fire suppression, fire alarm, mass notification, gas detection, smoke control, and other systems, as dictated by the project contract.
- writing of technical reports that are clear and understandable, as assigned.
- develop opinions of probable cost for projects, as assigned.
- quality control reviews of deliverables at regular intervals.
- meet with staff on a regular basis to discuss project goals, deliverables, deadlines, budgets, and to train staff on technical and non-technical matters
- attend construction site visits with staff for the review of system installation and comparison to construction documents and shop drawings, as assigned.
- Interact with FPCG clients in a competent and professional manner.

Job Requirements:

- Current Professional Engineer's license, or ability to obtain one within 30 days of hire.
- Position requires a highly experienced, patient, and positive individual, capable of successfully encouraging and mentoring staff, and the ability to professionally communicate both verbally and in written format.
- 10 years of related experience in commercial construction projects with regularly increasing responsibility with a proven aptitude for project management and educating inexperienced staff members.
- Proficient in model building and fire code consulting. Primary code bodies include ICC and NFPA, but also includes industry-specific, or insurance driven codes and standards.
- Proficient in Microsoft Office software such as Word, Excel, and Outlook.
- Knowledge of AutoCAD, REVIT and related discipline software.
- Experience consulting on building designs for both new and renovation projects, especially on large and complex projects, campuses, or challenging building occupancies.
- Experience designing new and retrofit systems for commercial buildings, especially on large and complex projects, campuses, or challenging building occupancies.
- Experience analyzing, reviewing, and interpreting architectural and engineering construction documents such as project specifications and system design drawings, analyzing, reviewing, and interpreting contract documents and writing and compiling complex engineering reports.