



TITLE: Chief Executive Officer

JOB SUMMARY: The Chief Executive Officer (CEO) will be responsible for developing and executing strategic business plans and roadmaps to fuel company growth. CEO will provide oversight, leadership, and training for direct report staff, as well as all Wolf Construction Services. The CEO's role is to focus on relationships, both internal and external, needed to execute business plans.

REPORTING:

- Reports to: Partners
- Direct Reports: Director of HR and Director of Safety & Quality Control
- Indirect Reports:

KEY PERFORMANCE INDICATORS:

- Company Profitability
- Employee Engagement

COMPETENCIES:

- Self-Management
- Decision Making/Decisiveness
- Influencing/Negotiating
- People management

DUTIES & RESPONSIBILITIES:

- Oversees and leads the executive team
- Develop strategic business plans and roadmaps for growth
- Works with Directors and key leadership team to develop and direct the "Big Picture" of Wolf Construction Services
- Takes an active part in business development and selling efforts; build new customer relationships
- Development and monitoring of business performance metrics
- Reads the world through the analysis of trends, including competitive market and regulatory/compliance
- Coordinate new market development, including new core trades as well as geographic expansion
- Leads leadership development initiative for the company
- Trains staff over a variety of topics and expectations: quality of work, relationship development, computer skills, handling difficult situations, etc.
- Ability to understand and communicate the vision and mission of the company to all levels of personnel
- Actively participates in influencing team members to establish the Wolf Culture
- Helps team members understand distinctions that allow for more effective communication and checks for understanding to build dignity in those working on Wolf's behalf
- Makes regular assessments on team member "fit" into the organization and makes well-grounded decisions on how to best utilize or not utilize individuals or crews
- Active participant at bi-monthly Bedrock Meetings
- Works closely with HR to evaluate, negotiate, and implement company employee benefits offerings
- Other duties as assigned

SKILLS & QUALIFICATIONS:

- BA in Business Management, Construction Management, Finance, or equivalent work experience
- Strong team-building and managerial skills
- Strategic management skills



- Financial management skills
- Ability communicate effectively, both written and verbal
- Ability to manage multiple projects simultaneously, both construction and “on-the-business”
- Problem solver

PRIVILEGES & AUTHORIZATIONS:

- Assigned Company Vehicle and Fuel Card
- Company provided or reimbursed cell phone (reasonable amount for personal use)
- Access to accounting files (both digital and hard copy)
- Access to project drives and files (both digital and hard copy)
- Authority to sign contracts, lien waivers, and project specific documents
- Authorized to make purchases on company accounts and credit cards
- Authorized to schedule deliveries
- Designated office space and computer (laptop or desktop)

WORKING CONDITIONS:

- Most of time is spent working from the office, however, some travel is required. Valid driver's license is required. Travel may be by vehicle, commercial airline, and/or small aircraft.
- Environmental /Sensory: From time to time, must work outside in all different weather conditions including extreme cold and extreme heat. The CEO may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The CEO must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Generally, the job is not physically strenuous or demanding.
- Job requires sitting, standing, bending, stretching, and twisting.

HAZARDS:

- Normal hazards associated with construction environment
- Normal hazards associated with office environment

COMPENSATION:

- Salary (negotiated)
- Paid Time Off program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Office Rate
- Dental Insurance – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct addition

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date



Director's Statement

As a Director-level employee, I understand and accept a responsibility beyond my normal job duties and responsibilities. I am called upon to be a Guardian of the Culture. Owners and leaders call on me for my input, knowledge, expertise to help guide Wolf Construction Services. It is my responsibility to promote the "We Will's" that guide our actions and to promote "We Thinking", harmony, and unity among co-workers and employees.

I also understand that I have access to highly confidential information and conversations that are critical to the success of Wolf Construction Services. I understand that confidential information is only to be shared or discussed further with other Director-level employees.

Signature