

DiamondRock Hospitality Company
Vice President of Design and Construction

The Vice President of Design and Construction provides day to day management and oversight of all capital improvement projects throughout the Company's hotel portfolio. This position manages/facilitates functional programming, facilities design and construction of capital projects utilizing skills to direct and control human, physical and fiscal resources. This position is accountable for the coordination and supervision of external consultants and contractors engaged to build, renovate or modernize existing facilities. Reports directly to the Executive Vice President and Chief Operating Officer and assists in the formulation and execution of annualized and multi-year capital programs.

Responsibilities

This position is the primary interface with the Vice Presidents of Asset Management on CAPEX projects and leads the project team of architects, engineers, consultants, contractors, vendors and other professionals through the process of planning, design and renovations of all hotel projects. Specific duties will include, but not limited to:

- Initiate and manage the procurement of design, construction and consultants services;
- Manage the team in planning and analysis of conceptual design and preconstruction activities;
- Oversee and review the development of architectural and engineering construction drawings and bid documents;
- Draft, review, communicate and enforce contractual documents for design and construction professionals;
- Serve as liaison between DiamondRock and design and construction professionals;
- Meet with city officials, contractors, architects, engineers and consultants to present the project status and anticipate issues;
- Anticipate potential changes to budget or schedule and provide guidance on the review and analysis of changes when presented;

- Coordinate and direct internal resources (Assistant Project Managers, etc.), as required
- Develop and monitor project budget and schedule including updating and maintaining web based project controls;
- Provide analysis of budgets and schedules and their effect on the financial objectives of the project;
- Review contractor and vendor onsite activities to verify they are in contractual compliance with design specifications, schedules and workmanship standards;
- Authorize the issuance of contracts, purchase orders and approve and process scheduled progress draw packages for payment;
- Manage the project close out process to a successful completion;
- Observe and report on construction process and construction related issues;
- Prepare documentation for analysis and review of specific issues;
- Establish, direct and/or document project meetings;
- Develop and complete project specific tasks as required to meet or exceed the expectations of the client and fulfill our contractual obligations;
- Promote the highest level of professionalism and ethics.

Required Skills and Experience

10-15 years' experience with a minimum of 5 years in lodging/hotels/hospitality environments.

BA/BS in Architecture, Interior Design, Engineering, Project or Construction Management or related field in hotel/lodging industry.

The position requires a motivated self-starter with a high level of personal integrity and business ethics who has the ability to work in a team environment. The position must also have the ability to develop long-term internal and external relationships. Time management and personal effectiveness skills are essential as are good communications, organization and computer skills. The applicant will need to demonstrate skills in managing successful projects; meeting project scope, schedule and budget expectations; procuring and engaging design, construction and consultants services; the ability to maintain professionalism in the face of deadlines; exhibit good listening, negotiation and problem solving skills; and show the ability to handle confidential information with discretion and trustworthiness.