



City Work Director

Summary: As with all employees at Wellen Construction, the City Work Director is a highly valued member of our team. Our expectation is not to have good leaders—but great ones. The City Work Director’s role is vital to the success of our city-based projects and the overall growth of the company. This position serves as both a project leader and a team mentor, responsible for overseeing a small, specialized group of Project Managers and Construction Managers dedicated to residential work within the city. The City Work Director will run one of their own projects while simultaneously leading their team to ensure all city projects meet milestones, maintain schedule trajectory, and uphold Wellen’s high standards of quality, craftsmanship, and client satisfaction. The City Work Director is expected to be a strong communicator and collaborator, building trusted relationships with strategic partners (architects, designers, and clients) to ensure alignment, foster long-term partnerships, and assist in the facilitation of new project opportunities. The success of each city project—and the growth of our city portfolio—is a direct reflection of the City Work Director’s leadership and organizational excellence.

Skills/Traits Required at a High Level:

Integrity: Integrity remains a cornerstone of Wellen Construction. Honesty, forthrightness, and dependability are non-negotiable. The City Work Director sets the tone for their team, modeling integrity in every interaction and ensuring trust within their group and with all partners. Integrity is absolute—either present or not—and it defines every decision we make.

Leadership: The City Work Director must demonstrate an exceptional ability to lead, motivate, and inspire. Leading by example is not a style but a requirement. The City Work Director balances authority with empathy, ensuring accountability while cultivating a team culture of excellence, respect, and shared success. This role requires the ability to see the bigger picture while understanding the intricate details of every project.

Collaboration: City work depends on partnerships—with teammates, clients, architects, and designers. The City Work Director must possess strong collaborative instincts, be able to navigate competing priorities, manage stakeholder expectations, and guide everyone toward the common goal: a successful, well-built project completed with precision and professionalism.

Communication: Clear, consistent communication—both verbal and written—is essential. The City Work Director gathers, organizes, and disseminates critical information across multiple projects and ensures that all stakeholders are informed, aligned, and confident in the process. Listening is as essential as speaking.

Organization: Overseeing multiple projects requires a high level of organization. The City Work Director must be able to structure complex workflows, track progress, anticipate challenges, and maintain transparency through clear reporting and documentation. Clarity and order are hallmarks of their leadership.



Self-Motivation / Initiative: This role demands autonomy and drive. The City Work Director operates independently with minimal oversight, taking initiative to solve problems, identify opportunities, and maintain forward momentum across all projects. “Needs handholding” is not a phrase that applies here.

Job Description:

- **Job Estimating** – Lead and manage one’s own city-based residential project from inception through completion, ensuring quality, schedule, and budget are achieved.
- **Team Oversight** – Supervise and mentor a small team (5–8 members) consisting of Project Managers and Construction Managers. Provide guidance, accountability, and performance feedback to foster professional growth.
- **Scheduling & Milestone Management** – Develop and maintain project schedules across the city portfolio. Monitor milestone achievement, identify delays, and implement corrective measures to maintain overall project momentum.
- **Quality Control & Standards** – Ensure every project meets Wellen’s craftsmanship and quality expectations. Provide consistent feedback and ensure site teams adhere to company standards and safety protocols.
- **Financial Accountability** – Oversee project budgets at both the individual and team levels. Review job costing, manage financial forecasting, and support PMs and CMs in responsible fiscal management.
- **Information & Communication Management** – Review and interpret construction documentation to confirm design intent and client expectations. Ensure questions are resolved promptly and that information flows accurately between team members, subcontractors, and partners.
- **Stakeholder Relationships** – Serve as the primary liaison with architects, designers, and clients for all city projects. Ensure satisfaction, maintain transparency, and assist in the facilitation of new opportunities and project discussions.
- **Process Improvement** – Continuously evaluate internal systems, communication channels, and workflows to identify opportunities for greater efficiency and coordination within the city team.
- **Weekly Leadership Meetings** – Conduct weekly meetings with your team to review progress, coordinate priorities, and reinforce accountability.



Annual Salary range: \$150,000 to \$185,000

Other Skills/Traits Required:

- Valid Massachusetts Driver's License
- Strong computer literacy and organizational software skills
- Proficiency with Microsoft Office Suite (Excel, Project, Outlook, Word)
- Experience using Procore or equivalent project management software
- Ability to learn and master company accounting software (SAGE Contractor100)
- Commitment to cleanliness and professionalism on all jobsites
- Calm and effective conflict resolution skills

Summary Statement

The City Work Director is both a builder and a mentor—responsible for leading the work, leading the people, and leading the way. They embody Wellen Construction's mission of integrity, craftsmanship, and excellence in every project and partnership they touch. Their success will be measured not only in the structures they help create but, in the strength, cohesion, and performance of the team they build.