

PRE-CONSTRUCTION MANAGER



Position: Pre-Construction Manager

Position Type: full-time, in-person, minimum 40 hours/week

Reports to: Vice President of Pre-Construction Services

General Description

The Pre-Construction Manager is responsible for generating estimates and preliminary schedules for projects during pre-construction and ensuring they are delivered promptly and accurately. This person works with our sales team and Director of Pre-construction to understand the goals of the client and create accurate pricing estimates, preliminary schedules, and project scope documents which reflect the customer's specifications. The Pre-Construction Manager will coordinate and collaborate with the construction team, owners (clients), and sales team through the design phase of the projects. This person provides solid estimates and timetables based upon all drawings and specifications received. Additionally, this person fosters and maintains positive relationships with all clients, members of the design team, fellow employees, trade contractors, suppliers, and government authorities to assist in the delivery of assigned projects.

Essential Duties and Responsibilities

- Manage multiple projects at differing stages of pre-construction (SD, DD, CD)
- Coordinate with pre-construction team regularly to manage workload
- Generate thorough and accurate estimates for each project during the pre-construction phase
- Carefully review all drawings and specifications and identify all required costs
- Create conceptual estimates from preliminary drawings and highlight key areas of risk to company leadership and sales team
- Identify the work categories and overall scope of work associated with each project to ensure proper bid solicitation
- Solicit all necessary trade contractor and supplier bids to ensure a complete project estimate
- Develop preliminary project schedules, providing project team with critical path requirements and an estimated project timeframe
- Support RFP process as needed with budget information
- Actively engage and collaborate with team members with a results-driven mindset
- Review and evaluate each trade contractor bid for accuracy and completeness
- Prepare thorough tabulations of trade contractor bids
- Communicate with trade contractors and vendors prior to bid date to ensure competitive bids are received by qualified trade contractors for each required scope of work
- Evaluate and tabulate general conditions costs and fees associated with each project
- Evaluate project complexity and the financial risks involved prior to bid solicitation
- Prepare thorough proposals and bid forms identifying all clarifications and exclusions
- Attend site walk-throughs and design meetings, as needed, to support document development through the various phases and provide budgetary/cost input

- Direct, coordinate and manage specialty design-build trade contractors to meet project design schedules and budget

Required Skills

- Maintain, promote and integrate Frist Companies' values with all internal and external stakeholders.
- Be a team player who demonstrates a positive attitude, implements solution-based thinking and relates well with other employees.
- Ability to adapt to changing project requirements and tight deadlines
- Proficiency in construction estimating software and tools
- Strong organizational skills
- Excellent written and oral communication skills
- Ability to analyze problems and make sound decisions in a timely manner based on objectives, risks implications and cost
- Effective time management and ability to prioritize and complete projects meeting stated deadlines
- Ability to present information clearly in group meetings and one-on-one settings

Education and Experience:

Minimum of 5 years of previous pre-construction, commercial project management, and/or estimating experience

Physical Requirements:

Ability to legally operate a motor vehicle.

Prolonged periods of sitting at a desk and working on a computer.

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Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.