

JOB DESCRIPTION

PRE-CONSTRUCTION MANAGER



Reports to: Vice President Pre-Construction
FLSA Status: Exempt

Job Summary:

The Pre-Construction Manager is responsible for estimating and competitive bidding in multiple markets such as industrial, healthcare, multi-family.

Job Scope and Essential Functions:

Responsibilities:

- Coordinate between client, designer and trade relationships throughout the pre-construction process
- May represent Krusinski Construction Company at pre-construction meetings and presentations in a manner that enhances the reputation of the Company
- Maintain accurate records of documentation, proposals and project information for current and archived project history
- Assist with integration of project to business development and operations teams
- Utilize KCC processes for budgets, scope of work and bid analysis
- Provide accurate and timely issuance of bid packages to trade contractors
- Provide accurate and timely delivery of budgets and bid proposals to clients
- Perform site investigations and walk throughs to document existing conditions and outline scope of work for budgets
- Facilitates an accurate and thorough handoff to the Operations Team with fully detailed and scoped bid tabs
- Utilizes technology to perform bid takeoffs, bid analysis, scope reviews and cost tracking across all major project types
- Make use of pre-con technology to enhance accuracy and presentation of materials
- Actively participate in EOS L10 meetings and complete quarterly rocks

Role Competency:

- Organization: establishes best practices for proposal collection and analysis, accurately reflects project information and costs, prioritize tasks, works independently, pride in work product

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- Communication: speak to challenges and outcomes in a positive and concise manner, confidently presents pre-construction approach in all conversations, active listener and learner
- Collaboration: expresses an interest in others' experiences and ideas, works to build strong relationships, ensures interaction is positive, presents mutually beneficial solutions, understands the impact of decisions
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve

KCC Core Values:

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

Qualifications:

- Bachelor's degree in engineering, architecture, construction management or related major or proven work experience in construction estimating
- 5+ years' experience as estimator

Licensure / Certification:

- LEED BD+C (recommended)
- OSHA 10

Technology Skills:

- Microsoft Office Suite
- Microsoft Project
- Bluebeam
- Smartbidnet.com
- Earthworks Pro, Agtek, Insite or similar

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- Google SketchUp (recommended)
- AutoCad (recommended)
- Revit / Navisworks (recommended)

Physical Demands: is capable of driving short and long distances to visit project sites, capable of walking project sites including demands of ladders, uneven terrain and challenging weather conditions, capable of sitting for extended period of time at desk and working on the computer

Working Conditions: 95% office environment and 5% field environment