

JOB DESCRIPTION

SENIOR PRE-CONSTRUCTION MANAGER



Reports to: Vice President Pre-Construction

FLSA Status: Exempt

Job Summary:

The Senior Pre-Construction Manager is responsible for estimating services inclusive of conceptual through design development phases as well as competitive bidding in multiple markets such as industrial, healthcare, multi-family.

Job Scope and Essential Functions:

Responsibilities:

- Manage communications between client, designer and trade relationships throughout the pre-construction process
- Represent Krusinski Construction Company at pre-construction meetings and presentations in a manner that enhances the reputation of the Company
- Actively participate in industry related organizations
- Maintain accurate records of documentation, proposals and project information
- Mentor and coach other pre-construction team members
- Smooth integration of project with business development and operations teams
- Perform site investigations and walk throughs to document existing conditions and outline scope of work for budgets
- 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 proposals to clients
- Utilize technology to enhance accuracy and presentation of materials
- Actively participate in EOS L10 meetings and complete quarterly rocks
- Keep current with industry trends, new technology, and market advancements for implementation within KCC
- Maintain a pulse on competitor's pricing, industry wide cost tracking / analysis, subcontractor market
- Capable of confident presentations and conversations with clients and stakeholders; strong story-telling skills

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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
- Communication: speak to challenges and outcomes in a positive and concise manner, confidently presents pre-construction approach in all conversations, active listener and story teller
- 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, face to face collaboration
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve, ability to calculate risk and utilize intuition for decision making

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
- 10+ years' experience as estimator/pre-construction manager
- Experience with modeling (Revit/Navisworks) and cut/fill software (recommended)
- Field experience and experience as a PE / PM recommended

Licensure / Certification:

- LEED BD + C (recommended)
- OSHA 10
- ASHE (recommended)
- CPE (recommended)

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Technology Skills:

- Microsoft Office Suite
- Microsoft Project
- Bluebeam
- Smartbidnet.com
- OST or similar
- CostOS or similar
- Google SketchUp (recommended)
- Earthworks Pro, Agtek, Insite or similar
- 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