

Preconstruction Manager

POSITION DESCRIPTION: The Preconstruction Manager shall perform all management and leadership responsibilities and functions associated with the Preconstruction and Estimating department. Responsibilities include motivating, coaching, and managing the employees in the department and or team. This position has the overall responsibility for the successful delivery of preconstruction services to our clients from marketing and negotiating of the preconstruction agreement thru successful GMP and project turn over to the construction team.

QUALIFICATIONS/EXPERIENCE:

- Bachelor's degree in engineering or construction management
- A minimum of eight (8) years of Construction estimating and preconstruction experience
- A minimum of fifteen (15) years of experience in the Construction Industry
- Experience and accreditations with highly sustainable LEED, Greenglobes, or net-zero/energy positive buildings are a plus.
- Experience required in complex commercial and institutional projects in excess of 20M in value.
- Strong team building, interpersonal, decision making, problem solving and negotiating skills needed
- Professional licenses and registrations a plus.
- Experience and skills in Navisworks Manage, BIM, Pro Contractor or similar computerized estimating software, Microsoft Office, and Primavera (P6) or similar CPM scheduling.
- Experience in Operations and/or Marketing is required
- Ability to work additional hours as necessary to meet business plan objectives, including client meetings in the evening.
- Ability to travel as necessary.
- High level of communication skills to be able to lead meetings and presentations in a way that builds confidence, trust and success with clients.
- Valid Driver's License

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead the preconstruction team to accomplish contract requirements.

- Lead the preconstruction services by budgeting, scheduling, or organizing, defining roles and responsibilities with input from the construction operations team.
- Prepare conceptual, schematic, design development and GMP estimates and deliverables as required to support preconstruction activities and clients.
- Contribute to the development of standards, process, practices, etc. as needed for the Preconstruction Services to be a “Best of Class” provider in the construction industry
- Attend regularly scheduled meetings with project architects/customer as appropriate, to acquaint them with unresolved problems and to ensure an adequate degree of coordination is being made to have accurate bidding documents.
- Maintain and make corrections/adjustments to Owner’s budget as required to maintain project budget.
- Monitor design scope for changes affecting budget and/or schedule; identifies cause, advises customer for customer decision.
- Keep customer fully informed of preconstruction progress on the project and of any significant technical problems/solutions and their effect on design and/or costs.
- Identify and promote solution to any problem, which might impede progress of the project or adversely affect customer and architect relations.
- Coordinate with Estimating department staff on the development of project budgets and oversee preparation of estimates into format for presentation to owner and architect. Answer budget questions at time of presentation.
- Manage the project team’s performance to ensure that the contract requirements are fulfilled, and that safety, insurance and legal procedures or requirements are followed and risks limited
- Lead value engineering and value enhancement efforts as required to serve the client including development of items and lists, compilation of ideas and presentation of information to the client.
- Prepare and or oversee the preparation of all materials presented to the owner, architect or engineer on a project.
- Lead and perform constructability reviews of all projects where designated the preconstruction manager.
- Ensure scopes of work and bid packaging are published and coordinated.
- Ensure that the turnover of a project from Preconstruction and estimating to operations is done properly with appropriate hand off meetings and all information is transferred to the operations team.
- Initiate billing process, review and approve all invoices prior to submittal to customer
- Participate in presentation with potential clients, as required, and assist in the review and approval of contracts before signing.
- Finalize GMP price with client that meets the client’s needs and provide the maximum profitability within the established contract terms and conditions.
- Assist in the negotiation of owner contracts.
- Assist and lead purchasing of subcontractors and suppliers as required or determine on a project by-project basis.
- Work with the Estimating Manager to evaluate talent of both estimating and preconstruction staff.
- Mentor, train, and grow junior and intern preconstruction staff.

- Attend meetings with potential clients and develop relationships that will potentially lead to additional work for the company.
- Maintain direct communication with Vice President and Operations concerning the capability of project teams and individuals assigned to the project. Assist in preparing project employee performance reviews

BENEFITS:

- Pre-tax insurance Program (Medical, Dental, Life, short/long-term disability)
- 401-K Plan
- Holiday pay
- Paid Vacation
- Family and Medical Leave
- Sick/Personal Leave
- Military Leave
- Bereavement Leave
- Jury Duty Leave
- Worker Comp
- Education and training reimbursement
- Competitive Salary

If you wish to express interest, please send your resume to careers@metconus.com specifying the job title in the subject line.

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