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| Job Title: Preconstruction Manager | Full-Time |
| Reports to: Senior Project Executive | |
| Department: Operations | |

Purpose

This position manages, in collaboration with the Senior Project Executive, the successful completion of assigned Preconstruction and Estimating projects. This person is the lead for project financials, risk management, and client relations. Responsibilities include motivating, coaching, and managing the entire team. This position has overall responsibility to deliver the preconstruction services to clients from project inception through the start of construction.

Essential Duties and Responsibilities*

PRECONSTRUCTION

- Lead the preconstruction services by budgeting, scheduling, or organizing, defining roles and responsibilities with input from Senior Project Executive. Responsible for all preconstruction deliverables, including but not limited to, Guaranteed Maximum Price and Lump Sum bids.
- Prepare conceptual, schematic, design development and GMP estimates as required to support preconstruction activities and clients.
- Lead, develop and manage preconstruction staff, including completing performance evaluations.
- Collaborate with Operations on the Project Schedule, Logistics, Safety, Constructability Reviews, general conditions and General Requirements.
- Develop, review and approve Assumptions and Clarifications.
- Develop and enhance client, developer, architect, engineer and subcontractor relationships.
- Coordinate with procurement functions as they relate to the preconstruction phase of project.
- Develop and monitor the preconstruction budget for the project, with a focus on preconstruction recoveries, including invoicing, and provide financial updates monthly or as frequently as necessary.
- Lead meetings with the owner, architect, and engineer for all aspects of the preconstruction phase of the project.
- Ensure that appropriate Quality Assurance/Quality Control processes are established and included in the scope and estimate.
- In collaboration with Operations, look for opportunities to drive improvement within the process by using Virtual Design and Construction (VDC), Integrated Project Delivery (IPD) and any other process enhancements.
- Provide input to constructability reviews and coordinate with Operations Lead to ensure the constructability reviews are completed in a timely manner and incorporated into the milestone estimates, to the extent required by contract.
- Prepare comparison analysis to previous estimate and develop a clear and concise message to explain the variances for each of the project stakeholders.

- Generate, coordinate and manage Budget Control Reports between each milestone estimate to manage cost events and value engineering opportunities. Provide variance reports for each milestone estimate to communicate scope development.
- Lead the Target Value Design process as appropriate for select projects.
- 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.
- Other duties as needed or required.

ESTIMATING

- Review design documents for level of completion, assemble comments and requests for additional information needed to provide complete estimates.
- Attend pre-bid meetings and subcontractor site walk-throughs to evaluate existing conditions and identify and capture any scope that may not be included in the design documents when needed.
- Perform quantity take-offs, analysis, estimate, and studies for all assigned trades and building systems.
- Provide pricing for value engineering, alternates, options, and special studies as required.
- Ensure pricing within the estimate or GMP is complete and accurate, reflecting recent pricing data, subcontractor bids or budgets.
- Lead the coordination of operational input during the estimating, bidding, and GMP process. Ensure that the detailed General Conditions/Requirement (GC/GRs) study and site logistics and risk management, prepared by Operations, is incorporated into the estimate.
- Lead the assembly of all estimates, bid or GMP documents required by and submitted to the Owner. Coordinate requirements with the CM Agreement.
- Actively participate in estimate and GMP review meetings with architects, engineers, and owners and incorporate comments, feedback, and input into revised estimates or GMP's.
- Take lead role or support role in Lump Sum bids.
- Analyze cost data, unit prices, general conditions and general requirements costs, and information that can be developed and used as a "rule of thumb" for all building systems estimated costs.
- Generate, coordinate, and manage Budget Control Reports between each milestone estimate to manage cost events and value engineering opportunities. Provide variance reports for each milestone estimate to communicate scope development.
- Other duties as needed or required.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

Qualifications

Bachelor's degree or equivalent with at least two years of formal engineering or architectural training, and at least 8 years of building construction experience required, or equivalent combination of education, training, and/or experience. Experience with a variety of building construction types is desirable. Knowledge of accounting. Knowledge of estimating, construction costs, scheduling, purchasing, and engineering principles and techniques, various construction methods and installation

procedures; and a general understanding of the operation of various building systems. Strong computer skills and familiarity with Microsoft Office Suite. Knowledge of Procore Project Management and Microsoft Project scheduling software desirable. Ability to implement leading-edge technologies such as Building Information Models (BIM) and Lean to benefit the project. Demonstrated ability to thoroughly understand drawings and specifications, general contract and subcontract documents, materials, means and methods. Very strong verbal and written communication skills required. Demonstrated leadership and interpersonal skills.

Working Conditions

While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

May perform other duties as assigned. Where applicable, all activities will include disabled and veterans' organizations.

Physical Requirements

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 Pounds.

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| Approved by: | <i>Senior Project Executive</i> |
| Date approved: | <i>May 16th, 2023</i> |

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

Gilmore Construction is an Equal Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review and receipt of this job description.
(Employee's Name - PRINT Name)

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____