



JOB DESCRIPTION

POSITION TITLE: Preconstruction Manager DEPARTMENT: Preconstruction
LOCATION: Fallbrook, CA REPORTS TO: President
FLSA STATUS: Exempt PREPARED DATE: March 28, 2018

General Purpose:

The purpose of this job is to provide daily management, supervision, coordination and successful completion of the proposal and early design activities of the preconstruction phase of all projects.

Essential Duties and Responsibilities:

- Leadership in Strategic Alliances with designers, subcontractors, joint venture partners
- Tract and report on bid opportunities. Participate as the key member of the Bid Radar strategy meetings.
 - Track bidding opportunities to ensure early involvement
 - Manage the “Go-No Go” decision process
 - Develop and manage winning strategies for each pursuit
 - Manage the design team through each pursuit (design-build pursuits)
 - Participate in client presentations
 - Participate in continuous improvement efforts in Preconstruction and other areas of the Company.
 - Actively participate in the production of proposals including tasks such as selecting past relevant projects, writing narratives, managing the proposal schedule, confirming content meets the requirements of the RFP, etc.
 - Manage the prequalification process. Track prequalification opportunities and ensure timely submission of prequalification packages.
- Participate in preparing estimates
 - Assist Chief Estimator in developing add/cut sheets and general conditions worksheets for each pursuit.
 - Work with the estimating department to clarify scopes of work
 - Review estimates to ensure compliance with RFP and winning bid strategy
 - Participate on bid days as needed to support a winning proposal
- Design Management
 - Primary point of contact for design team through the pursuit phase
 - Coordinate with design team to develop winning strategies
 - Manage the transition process from winning proposal to management of design after award
 - Develop and maintain relationships with key design firms
 - Evaluate design submittals to ensure compliance with RFP and winning strategies

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: BS Degree in Engineering, Construction Management, Architecture, or related.

Years of Experience: Minimum of five years related experience and/or training; or equivalent combination of education and experience. Must have design build and bid build project experience.

DBIA Certification

Scheduling (P6) proficiency

Strong customer service ability

Skilled in conflict resolution

Ability to work independently as well as build team rapport

Ability to see the big picture at all times

Ability to prioritize and organize, work well under stress, meet deadlines

Ability to gain security access, pass a background screen, and pass a drug test

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions are normal for an office environment. Work is performed indoors, typically in an air-conditioned room. Moderate noise level due to light traffic, computers, printers, fax/copy machines.