

## **WOHLSEN CONSTRUCTION COMPANY**

### **JOB DESCRIPTION**

**Job Title: Preconstruction Manager**

**Job Reports To: Vice President of Preconstruction/Estimating**

**Exempt or Non-Exempt: Exempt**

#### **Job Summary:**

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 is responsible for customer satisfaction. The internal & external function is to deliver pre-construction projects as assigned. Maintain and expedite pre-construction practices and services for all teams on projects assigned. This position has overall responsibility to deliver the preconstruction services to clients from the time we are hired or awarded a project until a GMP is signed and construction starts.**

#### **Essential Job Functions:**

- Lead the Wohlsen preconstruction team to accomplish contract requirements.
- Lead the preconstruction services by budgeting, scheduling, or organizing, defining roles and responsibilities with some input from the Operations Manager and Superintendents
- Prepare conceptual, schematic, design development and GMP estimates 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 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.

### **Other Functions:**

- Work with the Estimating Manager to evaluate talent of both estimating and 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.

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this

job is attached and is incorporated into this description.

**Qualifications:**

- B.S. degree in Construction Technology, Construction Management, Engineering, Architecture or other related discipline and eight plus years relevant experience
- Minimum of 15 years of experience in the Construction Industry
- Professional licenses and registrations a plus.
- Experience with technology, such as estimating, scheduling, project management.
- 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

**Machines/Tools/Equipment:**

Computer, basic office equipment (copier, calculator, fax, etc.), cell phone, automobile

**Working Conditions:**

Primarily a controlled office environment.

Regular (several times a week) travel to client/project meetings with primary transportation by automobile.

Occasional travel (some overnight) via various modes of transportation including planes, trains, automobiles and buses.

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**Employee Signature**

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**Date**

