

## POSITION DESCRIPTION

### PRECONSTRUCTION MANAGER

Office Location: St. Louis, MO

Level: Experienced

Department: Power UP

Reports to: General Manager

Supervises: Estimating Team

The Preconstruction Manager builds effective relationships with team members, internal and external customers, suppliers, and subcontractors. This person is responsible for preparing preliminary budgets, milestone cost estimates, and final bid scope/pricing proposals for various types of commercial and residential construction projects.

#### A. Essential Functions

1. Participates in interviews and interview preparation for negotiated bids.
2. Fills in design gaps for incomplete documents for the completion of estimates. Ensures estimating department has most current design information in the preparation of estimates.
3. Prepares and submits contract documents for legal and risk reviews
4. Prepares qualifications and assumptions that align with the contractual requirements of the project.
5. Assists in the prequalification process.
6. Leads internal estimate review and bid process team meetings.
7. Assists in the development and training of other preconstruction staff.
8. Attends industry events and represents the company to the industry in a professional capacity.
9. Builds and maintains relationships with internal and external clients.
10. Work and communicate effectively with design team and sub-contractors in developing estimates and identifying value-engineering options.
11. Establish man-hour requirements for estimates.
12. Work effectively with design team and sub-contractors in developing phasing and schedule options.
13. Maintains knowledge of construction industry estimating and scheduling practices and recommends improvements, which elevate firm to a leadership position in industry
14. Must be competent at recommending corrective actions required to maintain project quality, schedule and budgets.
15. Ability to identify, and carryout, tasks needed for smooth operation of department.
16. Ability to make decisions, get decisions made, delegate and work through others; getting others to do their best and remain calm under pressure.
17. Open to suggestions; sensitive to personal and professional aspects of co-workers; positive attitude; willing to contribute skills to better accomplish a task.
18. Demonstrates professional poise and maturity; responds well to pressure; seeks to improve professional skills and knowledge.

#### B. Desired Qualifications

1. Bachelor's in Engineering, Construction Management, or a similar field of study
2. 7-10 years of applicable estimating, design management and or field management experience.
3. In-depth knowledge of construction principles/practices required.
4. Preferred Experience with Accubid Estimating Software
5. Experience dealing with subcontracts, subcontractors and/or self-perform work.
6. Excellent communication skills with ability to communicate to varied audiences.
7. Ability to read, understand and organize construction plans and specifications
8. Strong organizational and problem-solving skills
9. Ability to build trust and influence others internally and externally.



10. Demonstrates behaviors consistent with The Up Companies core values.
11. Ability to work independently and with minimal structure while exercising great judgment
12. Strong Ability to multitask, prioritize, and work well under pressure to meet established deadlines

## COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level.