

## Preconstruction Manager - Job Description

<b>Job Title:</b>	<b>Preconstruction Manager</b>
<b>Reports to:</b>	<b>President</b>
<b>Preferred Location:</b>	<b>Kansas City or Phoenix Metro areas</b>

SiTESPAN is a solutions provider that specializes in the design, construction, and operation of highly technical facilities. Visit our website at [www.sitespanllc.com](http://www.sitespanllc.com) for more information.

### Job Purpose

The Preconstruction Manager is responsible for managing, in collaboration with the Project Executive and V.P. of Business Development, the successful completion of assigned project pursuits. The Preconstruction Manager is the lead for project financials, risk management, and client relations. All to achieve the goal of developing new business opportunities and provide our clients with high quality, innovative solutions that are tailored to meet their needs.

In exchange SiTESPAN is offering the following opportunity for the right Leader:

- The ability to better cultivate relationship building talent
- A company that will over-deliver on your promises
- A direct correlation between your Leadership abilities and compensation

### RESULTS

1. Achieve target client/revenue growth, by carrying Business Development leads through to successful negotiation of new contracts
2. Deliver an exceptional client experience
3. Expand market awareness/presence, through the reputation of unique solutions

### KEY SKILLS

1. Communication/interpersonal skills
2. Extreme attention to detail
3. Relationship building
4. Selling to the needs of clients
5. Collaboration
6. Time management
7. Planning and strategizing
8. Analytical thinking

### KEY ATTRIBUTES

1. Visionary
2. Seeking growth, with a growth minded team
3. Client-focused
4. Knowledge and understanding of industry
5. Action-oriented/results-driven
6. Adaptability

7. Positive attitude
8. Ability and willingness to learn

## **BIG 3 GOALS**

1. Empower business development efforts through superior project financial compilation/reporting
2. Build the company reputation in front-end financial reporting
3. Develop the processes and tools for the new Preconstruction and Estimating Department.

## **VITAL FUNCTIONS**

1. Develop new project financials, from the feed of business development efforts.
2. Work on methods for bridging the financial success of projects from the Negotiation Phase thru completion.
3. Develop a real perception of financial diligence in building project budgets; as perceived by the Client.

## **VITAL PRIORITIES**

1. Company growth
2. Client satisfaction
3. Professional development

## **JOB DESCRIPTION**

The following is an overview of the responsibilities this position but does not represent the full breadth of activities:

- Manage the project team successfully and collaboratively.
- Job site visits to review existing conditions. Work closely with the project execution staff to compile the overall project plan.
- Establish and maintain positive and effective relationships and communication with client, Construction Manager, project team, consultants/architect/engineers, subcontractors, adjacent community, trade unions, governmental agencies.
- Review all project documents, for completeness and accuracy. Work with the internal QC team during this phase.
- Develop bid scope for trade packages and vet subcontractors to ensure compliance with bid scope.
- Write and ensure execution of all subcontracts and purchase orders.
- Manage project buy-out and formalizing subcontractors.
- Prepare take-off and budgets in collaboration with Project Estimators.
- Develop preconstruction schedule and monitor progress.
- Use project management and scheduling software consistently and accurately.
- Responsible for managing billings and cost procedures during preconstruction. Work closely with the Financial Controller during this phase.
- Develop construction schedule with input from field.
- Plan site logistics with input from field team.

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- Conduct team meetings, owner/architect meetings, and budget reviews.
- Present job cost, scheduling updates, and budget updates at regular intervals.
- Promote and support career development of Project Managers, Assistant Project Managers, and Project Engineers.
- Attend company and industry events including meetings, trainings, workshops, etc.
- Other related duties as assigned or needed.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

### QUALIFICATIONS

Degree in Construction Management, or related field, and minimum 3 years of experience as an Assistant Project Manager, or equivalent role, in the construction industry. Candidates must have a solid understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology. This position requires a high level of fluency reading plans, specifications, and related project documents. Key competencies are leadership, initiative, communication, teamwork, managing for results, and coaching & mentoring. Technical Skills: ProCore, On-Screen Take-off, Primavera P6, Building Connected, MS Office Suite.

### WORKING CONDITIONS

Fast-paced, dynamic and challenging office environment.

We track performance on the successful execution of responsibilities. Employees are expected to adapt their schedule and work location to the needs of the organization and clients while allowing flexibility to seek a good balance in their schedule.

### COMPENSATION

Salary will be better than market rate, based on education and relevant experience.

Employees are also eligible to participate in SiTESPAN's discretionary bonus structure based on personal performance and company profitability.

### BENEFITS

Group medical, dental and vision insurance  
Flexible spending account (FSA)  
Voluntary life insurance  
Employer-paid long-term disability insurance  
Employee assistance program (EAP)  
Safe Harbor 401k retirement plan  
Paid time-off  
Great opportunities for personal and professional growth



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Submit your resume, along with a list of three references, to **Jane Deitz** at [janedeitz@sitespanllc.com](mailto:jandedeitz@sitespanllc.com).

*SiTESPAN is an Equal Opportunity Employer that is fully committed to achieving a diverse workforce. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.*