

Job Title: Preconstruction Manager

Location: Burlington, NJ

Blue Rock

PRIMARY FUNCTION:

To develop relationships with our subcontracting community as required to support our business bidding and development efforts. The preconstruction manager position will solicit, receive, analyze and make recommendations in support of the construction department's business objectives.

RESPONSIBILITIES:

- Timely management of the bidding process inception thru completion for assigned projects – solicit, receive, spread, equalize and analyze bids for:
 - Conceptual Estimates
 - Hard Bids – GMP and Lump Sum
 - Major Change Order pricing
- Prepare and/or assist with the preparation of scopes of work to support the estimating process.
- Develop and maintain positive relationships with our subcontracting community.
- Ability to fully comprehend front end documents – specs, general conditions, schedule constraints - and their impacts on the project bids.
- Buyout and/or assist our Project Management team with the buyout of assigned projects.
- Maintenance of a computerized construction database for both costs and vendors for use by estimating and Project Managers along with other team members.
- Assist in new subcontractor/vendor prequalification.
- Maintain an up-to-date understanding of the latest construction materials, pricing, and trends.
- Continuously learn all aspects of the construction field including systems, procedures, means and methods, computer programs, management techniques, code changes, etc.
- Ability to ensure quality and timely work output, prioritizing tasks and meeting assigned deadlines. Identify and maintain an up-to-date understanding of the latest construction systems, materials, pricing and trends that positively impact estimating.

SKILLS & ABILITIES

- Preferred 4-year degree in an accredited construction related curriculum
- At least 3 years' experience in industrial and commercial estimating
- Demonstrated competency in the areas: estimating, bidding, purchasing, scheduling, budgeting/cost control, subcontractor negotiations, client relationship, interpersonal skills, design/construction technology, ability to communicate, both written and oral, leadership and organizational skills.
- Knowledge of Maxwell Pro Contractor, Microsoft Office