



Position Profile

TITLE: Preconstruction Manager

REPORTS TO: Sales Manager

QUALIFICATIONS:

The ideal Preconstruction Manager is an active self-starter who expresses a sense of urgency for their work. He or she should be a positive, confident, and passionate person. The right candidate is professional and is willing to represent the Compton Construction brand both personally and visually. This person has a respect for Compton Construction's heritage and drive to improve the community through the built environment.

The Preconstruction Manager should be capable of providing clients with quality customer service, coordinate with vendors, and communicate with internal team members. This leader should be a hands-on team player who isn't afraid to creatively solve problems. This person is relationship driven and collaborative. They are able to take direction from supervisors, but also delegate tasks and mentor to team members appropriately.

He or she should have a strong understanding of all aspects regarding construction. This person is punctual and willing to go the extra mile which can occasionally mean weekend or late hours. This is a patient individual. He or she is confident, but not arrogant. The Preconstruction Manager is both organized and detailed oriented in all aspects of their job.

The person is authentic and personable. He or she should have a good sense of humor and be approachable to clients, co-workers, and subcontractors. The ideal candidate expresses creativity in both personal and work environments.

RESPONSIBILITIES:

The responsibilities of the Preconstruction Manager include, but are not limited to, the following:

1. Lead all preconstruction services including sales, design, budgeting, and bidding
2. Review the scope of construction work to be completed so as to determine the type of work, basic materials, project duration and define the responsibility for construction.
3. Contribute in a meaningful way to value engineering and alternatives in proposals
4. Reconcile estimates with consultants and design team members.
5. Prepare and Present Conceptual Estimating
6. Assist in all business development meetings
7. Coordinate and evaluate feedback from departments within the company (Operations, Accounting etc.), the project Owner and the project Architect during the estimating and construction process.

8. Prepare invoices, contracts, change orders and other documents regarding the project scope.
9. Provide superior customer service and ensure excellent customer experience.
10. Understand and be able to communicate scope of contract to your supervisors, clients, and subcontractors.
11. Express critical thinking and problem solving skills to identify problems and solutions before they become real issues.
12. Collaborate directly with the Director of Construction and CEO on special projects, opportunities, and bids.
13. Physical requirements include sight, hearing, standing, kneeling or crouching in awkward or uncomfortable positions, possibly outdoors or in unheated/un-cooled areas indoors, for long periods of time.

SKILLS/KNOWLEDGE:

Required

3-5 Years of commercial construction experience

Track record of project success with documented results (Sales or Estimating)

Valid driver's license with reliable transportation

Demonstrated success operating and leading a team of at least 3 reports

Evidence of career growth

MS Office skills including Word, Excel, and Outlook

Preferred

6-10+ Years of commercial construction experience

OSHA 10 hour Construction Safety and Health class completion

Auto CAD, SketchUp, Adobe Experience

2 year associate degree

Desired

OSHA 30 hour Construction Safety and Health class completion

4 year bachelor's degree

Outside interests – hobbies, community involvement

WHAT SETS COMPTON CONSTRUCTION APART FROM OTHER COMPANIES

Building is only what we do, not who we are. Serving our clients is the most important goal of Compton Construction. We are recognized in our communities and local organizations as a committed Community Partner. We serve to build. We build to serve.

There is opportunity for growth in all positions. Compton Construction invests in its employees for growth through multiple educational programs and certifications. We offer an excellent benefits package including comprehensive medical/dental, 401(k) with company match, apparel, and more!