



Position Profile

ROLE: Preconstruction Department Leader

REPORTS TO: General Manager

POSITION OVERVIEW:

Compton Construction is seeking an outgoing, collaborative, and proactive individual to join our leadership team and guide our Preconstruction Department.

As the leader of our preconstruction team, you will play a crucial role in the success of our projects by overseeing preconstruction activities, managing a team of 2-3 preconstruction staff, and driving sales and sales lead development efforts. This position requires a strategic thinker with a keen understanding of commercial construction processes, excellent communication skills, and a passion for delivering exceptional results.

In addition to leading Preconstruction, this position also participates in our leadership team including weekly meetings and annual planning retreats. The right person for our company culture is authentic, approachable, personable and values relationships that are direct and truthful – we welcome mistakes that come with learning and growth.

This position has a clear development path, flexibility in title based on level of experience, and opportunities for promotions.

QUALIFICATIONS:

Our ideal preconstruction department leader is an active self-starter who expresses a sense of urgency for their work. The right candidate is professional, positive, confident, charismatic and is willing to represent our brand both personally and visually. This person has a respect for Compton Construction's heritage and our company vision to "Build Success Stories in Columbus."

They should be capable of providing clients with quality customer service and follow through, coordinating with vendors, and communicating with internal team members. He or she should have a strong understanding of all aspects of commercial construction. This person is punctual, organized, detail oriented, and willing to go the extra mile which can occasionally include weekend or late hours. This is a patient individual. He or she is confident, but not arrogant.

RESPONSIBILITIES:

The responsibilities of this position include, but are not limited to, the following:

Preconstruction Management

- Lead and manage the preconstruction phase of commercial construction projects.
- Collaborate with project teams to develop accurate cost estimates, budgets, and timelines.
- Conduct comprehensive site visits and assessments to identify project requirements and challenges.
- Work closely with architects, engineers, and subcontractors to gather essential information for project planning and design.
- Develop and maintain strong relationships with key stakeholders, including clients, vendors, and industry partners.
- Prepare invoices, contracts, change orders and other documents regarding the project scope.

Sales and Sales Lead Development

- Identify and pursue new business opportunities through proactive sales and lead generation.
- Develop and maintain relationships with potential clients, architects, and other industry professionals.
- Collaborate with the preconstruction team to create compelling proposals and presentations.
- Participate in networking opportunities, industry events, and conferences to promote the company's services.
- Emphasize client relationship management before and after project completion.

Leadership and Team Management

- Participate in company leadership meetings and represent the preconstruction department in company decisions.
- Utilize enterprise operating system (EOS) software to manage team goals and productivity.
- Lead a team of 2-3 preconstruction staff, providing guidance and support.
- Foster a collaborative and innovative team culture to enhance productivity and efficiency.
- Conduct regular team meetings to review sales progress, address challenges, and celebrate successes.

Physical requirements may include sight, hearing, standing, kneeling, or crouching in awkward or uncomfortable positions, possibly outdoors or in unheated/un-cooled areas indoors, for extended periods of time.

SKILLS/KNOWLEDGE:

Required

- 4-6 Years of commercial construction experience with strong knowledge of materials, methods, and industry trends
- Track record of project success with documented results in sales, estimating, or project

- management
- Valid driver's license with reliable transportation
- Demonstrated success managing and leading a team of at least 2-3 reports
- Evidence of career growth
- MS Office skills including Word, Excel, and Outlook

Preferred

- 6-10+ Years of commercial construction experience
- Proficient in industry-standard estimating software
- Excellent communication and negotiation skills
- OSHA 10-hour Construction Safety and Health class completion
- 2-year associate degree

Desired

- OSHA 30 hour Construction Safety and Health class completion
- 4-year bachelor's degree in construction management, engineering, or related field
- Auto CAD, SketchUp, Adobe Experience
- Outside interests – hobbies, community involvement

COMPANY OVERVIEW:

Compton Construction is a leading commercial construction firm committed to delivering high-quality projects that exceed client expectations. Our company vision is to "Build Success Stories in Columbus." We place a unique emphasis on creative partnerships, community engagement and work-life balance.

With a strong presence in Columbus, Ohio, we specialize in a wide range of commercial construction projects, including office buildings, hospitality, retail and industrial spaces, and breweries and restaurants. As we continue to grow, we are seeking a dynamic and experienced preconstruction professional to lead our preconstruction team.

We take great pride in being an excellent place to work. Our modern office space includes ample natural light, art, plants, and modern finishes as well as spaces for collaboration and reflection. Our company leans heavily upon the EOS system of operational management outlined in the book Traction by Gino Wickman to drive our meetings, strategic planning, and accountability. Our team is open-minded, creative, and caring. We collaborate well and celebrate successes along the way.

BENEFITS:

- Competitive salary and quarterly performance-based bonuses
- Unlimited Paid Time Off (PTO) including vacation days, holidays, and personal days
- Comprehensive health plans
- Retirement plans with 401(k) contribution matching with immediate effect
- Life Insurance coverage for employees, with the option to purchase additional coverage
- Flexible work arrangements to support work-life balance.
- Professional development opportunities
- Career advancement planning and goal setting opportunities

- Gas and transportation expense coverage
- Family-oriented benefits such as parental leave and flexible scheduling for employees with family responsibilities.

TO APPLY:

If you are a results-driven professional with a passion for construction and a proven track record in preconstruction management, sales, or project management we invite you to apply for this exciting opportunity at Compton Construction. Join us in "Building Success Stories" for our clients and the Central Ohio community.

Please send your resume and cover letter to jobs@comptonllc.com with the subject line: "Application for Preconstruction Department - [Your Full Name]."*

Compton Construction is an equal opportunity employer. We encourage individuals from all backgrounds to apply.