

## **James G. Davis (DAVIS) Construction**

### **Preconstruction Manager**

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[www.davisconstruction.com](http://www.davisconstruction.com)

The Preconstruction Manager is responsible for leading the overall management of the preconstruction phase for a project. This role is responsible for understanding the deliverables, developing a work plan, and identifying resources required, while coordinating with MarComm and the Operations team to ensure compliance with the Request for Proposals (RFP).

### **ESSENTIAL DUTIES + RESPONSIBILITIES**

- Perform responsibilities with excellence in service, integrity and building relationships as exemplified in DAVIS core values
- Lead budget estimate assembly with minimal guidance
- Quantity takeoff – proficiency and efficiency in takeoff software
- Detailed estimate preparation at all phases of design – proficient in divisions 3 – 16 (including division 2 for Base Building)
- Collaborate with the project team in establishing comprehensive budget estimates incorporating operations standards
- Manage and coordinate divisions 2, 15, 16
- Lead constructability reviews
- Lead the development of specific systems analyses and creation of Value Engineering and Alternates lists / logs
- Maintain subcontractor / supplier relationships
- Strategically identify and align the most qualified subcontractors for the market sector and scope
- Strategy development for budget estimates and other RFP deliverables
- Ability to manage the overall document distribution process (RFI's, Addenda, etc.)
- Ability to distribute documents without support of an administrative assistant
- Coordinate with administrative staff to ensure the database is current with prequalified subcontractors
- Research and compile historical data for use in future budget preparation
- Participate in the Subcontractor buyout process
- Participate in design progress meetings and client presentations as required
- Attend pre-bid meetings and lead subcontractor walk-throughs
- Develop agenda and lead project kick off meetings
- Responsible for subcontractor / supplier coverage and effective communication and management
- Counsel, educate and coach staff to help them develop necessary job skills
- Work closely with assigned Operations, ICG, CRG and other IM+D team members
- Participate in the creation of proposal response documents
- Assist in the development of project schedules and approach strategies; coordinate with assigned Integrated Construction Group team members for 4D development
- Participate in the development of phasing, sequencing and site logistics strategies
- Build relationships with clients, design team, and subcontractors
- Actively participate in networking events / organizations

- Perform other duties as assigned

## **DAVIS COMMON ATTRIBUTES**

- **SAFETY** – Consistently works within DAVIS safety standards; promotes safety as a priority with coworkers, subcontractors and external clients
- **TEAM COLLABORATION** – Works effectively within their own team and across the organization; promotes team atmosphere and culture; has a positive, *can do* attitude
- **COMMITMENT TO QUALITY** – Applies DAVIS standards to produce high quality work on a consistent basis; produces work that is accurate and reliable, actively demonstrates excellence in service; builds and maintains integrity as a core function of their job and in their relationships with others
- **CHAMPIONS DAVIS BUSINESS** – Consistently markets DAVIS business within the scope of their job; actively seeks and / or supports new business opportunities; actively builds relationships and encourages others to do the same

## **KNOWLEDGE, EXPERIENCE + SPECIAL SKILLS**

- Bachelor's Degree in Engineering, Construction Management, Architecture or related field or equivalent construction experience
- At least five (5) years' experience in estimating for commercial construction
- Knowledge of principles and practices of engineering and construction management, including safety, quality and sustainability standards
- Solid presentation experience
- Ability in developing good relationships with clients, design teams and subcontractors
- Decision making, research and analytical problem solving skills
- Time management with the ability to organize, assess and prioritize multiple tasks, projects, and demands, and to work independently
- Possess strong verbal and written communication skills, and interact effectively at all levels within the organization
- MS Office – Microsoft Word, Excel, Power Point and Outlook experience
- Experience estimating with a variety of building types
- Quantity Take-off software experience (On Screen Take-off or Sketch-up preferred)
- Pdf editor software experience (Brava or Bluebeam preferred)