

## **Preconstruction Project Manager**

**Reports To:** General Manager & Estimating Manager

**Coordinates on Projects:** Designers and Consultants

### **Basic Function:**

- Effectively develop projects from point of sale to start of construction.
- Work to support the estimating department and project manager to move projects forward through pre-construction.
- Ensure client satisfaction and maximize profitability in all activities.

### **Skill Requirements:**

- Proficient with Microsoft Word and Excel
- Computer competency and ability to learn new programs
- Continue Viewpoint Construction Software training and experience
- Strong organizational and time management skills

### **Pre-Construction Project Management Duties:**

- Attention to detail and accuracy, planning and organization, strong communication and interpersonal skills.
- Work to maximize profitability in projects through course of sale and design.
- Provide feedback during sales/contractual process to regarding planning, scheduling, and profitability.
- Closes the sale by utilizing proper proposals and contracts that will be used when it is turned into a project.
- Introduce lead clients through invoicing and contract procedures specific to project
- Take the lead on hiring consultants and coordinate meetings.
- Consult with General Manager for manpower and resources to properly staff the project.
- Complete project start-up check list in project turnover meeting for handover to Project Manager.
- For design/build and construction management projects (on a project specific basis), co-ordinate all effective and practical design /details are incorporated into drawings and specifications.
- Coordinate preconstruction process for each project including city planning, zoning, Site Plan Approvals, ESAs, RSC, and permits.
- Liaise with Sierra' Planner as required.
- Apply understanding of Construction means and methods to each project through the design phases and provide direction to the client as applicable.
- Work with Estimating Manager to prepare the final version for the contract documents, and assist with planning and preparation for client design/start-up meetings.
- Responsible for the client coordination.
- Work closely with Project Manager during construction to support when trade or client issues arise.
- Assist clients with ground breaking ceremonies or press releases as required.

- Provide information to the team members who are responsible for Facebook & Twitter to facilitate announcements and update on projects.
- Participate in project post mortem to review project success and failures and learn/adjust for future based on it.
- Work closely with and assist the Estimating Department to develop accurate and timely budget estimates.
- Assist with design-build, construction management and stipulated sum bid proposals, including any prequalification aspects that are required.
- Develop project concepts and bring forward innovative, cost-effective solutions and alternatives.
- Develop preliminary construction and labour schedules.
- Build and maintain relationships with local subtrade market.
- Continues to stay in touch with a client after construction has begun on site.
- Prepare prequalification documents for review by Estimating Manager and submittal.
- Learns safety program well so it can be introduced to clients at an early stage so projects can be well planned for safety.
- Professionally and efficiently handle and administer multiple tasks on concurrently running projects with excellent communication, interpersonal and organizational skills.
- Identify growth and training opportunities for themselves and team members to management for overall growth and development of construction operations group.
- Work closely in teams with other members from branch, other PM's in branch or other PM's or superintendents within the Company.
- Continually evaluate and communicate process and procedure innovations to streamline company operations and maximize profitability.
- Assist with the team building throughout the organization to make for an overall better team.