

Pre-Construction Manager

Job Summary:

Act as the key leader in the entire work delivery/acquisition process including management, coordination and delivery of the preconstruction phases of the project and extensive owner and/or client contact.

Primarily responsible for the daily management, supervision, coordination, and successful completion of the preconstruction phase of the projects to meet the strategic, business, cost and quality objectives with respect to contracting, scheduling, estimating, and project definition.

Key Responsibilities:

- Coordinate, manage, and supervise the work of all preconstruction resources including inter-departmental staff and external consultants.
- Plan and lead the preconstruction strategy meetings on the approach to the project and ensure that potential risks have been evaluated and reviewed with senior management.
- Ensure the creation of realistic and detailed scopes and schedules for all design, approval, estimating and construction activities
- Brief and engage all required consultants and manage the budget, cost and deliverables of all external consultants.
- Ensure that each project has prepared a cost model(s) during the Design Development Milestones/Stages and analyze these cost models with estimating and construction resources to verify accuracy.
- Coordinate and ensure that a preliminary construction schedule has been developed for each estimate at design milestones
- Produce progress reports at development milestones, evaluate materials and systems costs, review document progress and coordination and build and maintain subcontractor and vendor relationships where required
- Ensure that the estimates, including general conditions, reflect the actual schedule, resource and other requirements of the project
- Ensure that clearly defined, comprehensive and accurate scopes of work are completed for all work packages
- Act as document reviewer and adviser for constructability and value analysis
- Ensure estimates are complete and reflect all that is required to build the project
- Provide monthly cost analysis and progress status reports for all active preconstruction assignments and manage the preconstruction budgets.
- Prepare and be responsible for the production of variance reports and allow for clear identification of changes to the estimate at the various design milestones.
- Organize and lead the transition meeting between the project operations team and the preconstruction team and coordinate the follow-up meetings

- Visit ongoing projects to verify status of estimate, schedule, etc vs. project status, meet with the project operations team for comparison to the preconstruction planning estimation of cost, progress, quality etc. Provide feedback for business process improvement and analysis.
- Proactively identify and help to solve problems to minimize risk.
- Familiarize oneself with FG's PDA, Policies and Processes as it relates to this position.
- Support and implement the company's Project Quality Processes.
- Actively participate on internal team(s) that focus on continuous improvement of the business.

Skills & Qualifications:

- A university or college degree in Engineering or Architecture
- 5+ years' experience in commercial development
- Proficient in Microsoft Office, Microsoft Project, and Excel
- Strong organizational, verbal and written communication, and time-management skills
- Strong analytical skills with excellent attention to detail