



## Preconstruction Manager

**Reports To: Regional Manager of Preconstruction Services**

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### Primary Purpose:

The Preconstruction Manager will manage project designs and budgets through preconstruction phase, for projects ranging up to or beyond \$50 million in mechanical value. This role will serve as an integral part of the project development group. Manages project designs and budgets, from inception through the preconstruction phase, and continues to act as a resource throughout the project.

### Principal Duties:

#### Design / Engineering:

- Conceptually finish the design on incomplete decision documents, ensuring competitive and complete proposals.
- Review of design documents for evaluation of project, cost impact, and schedule impact.
- Generate and/or review engineering calculations by the design engineer.
- Generate value engineering and design options for projects, including consultation with Owners, General Contractors, Architects, and Engineers.
- Perform life cycle cost analysis of systems and options to generate desirable outcomes for potential clients.
- Generate schematic drawings of systems for consultation.
- Manage the design progress on design-assist and design-build projects in terms of scope control, schedule impact and coordination.
- Lead the electrical and general coordination on design-assist and design-build projects.
- Serve as a resource for Project Managers and Field personnel on design issues.
- Provide solutions to engineering applications both internally and externally.

#### Estimating:

- Generate budget estimates along with scope definition from incomplete design information
- Assist in the development and maintenance of a preliminary estimating method, format and process, that meets our preliminary estimating goals.
- Update preliminary estimates until final design is complete. Identify and track scope changes as part of estimate updates.
- Generate and maintain database of estimating information from past projects, as coordinated with estimating staff.

#### Critical Path Schedule Items:

- Partner with Project Manager to review general contractor's project schedule to identify potential issues.
- Develop preliminary mechanical project schedules, soliciting input from the Project Manager and Superintendent as necessary, to identify major work tasks, preconstruction efforts, equipment delivery, phasing issues and design milestones.
- Assist the Project Manager for updates to the project schedule until preconstruction ends.

#### Marketing:

- Develop and foster effective relationships with clients who possess decision making authority.
- Take support role in marketing of design-assist and design-build projects as coordinated with regional leadership.
- Participate in the development of marketing materials that will aid in business development.

**Miscellaneous:**

- Assist regional leaders with the review of contracts on design-assist and design-build projects to ensure acceptable language and contractual obligations.
- Provide training on design-related topics to the Project Managers, as appropriate.
- Serve as mentor, role model and trainer to other regional staff.
- Conduct regulatory and code investigations for compliance.
- Aid in project pursuits through the preparation of proposals, from RFP through interview preparation and participation.
- Attend weekly Project Managers meetings and weekly Estimating/Preconstruction staff meetings.
- Serves as a resource to Project Manager on the management of scope and budget items.
- Coordinates with Project Manager to perform constructability reviews.
- Maintains direct involvement in the project – from inception to closeout.
- Partners with Project Manager during project closeout to ensure the proper efficiency and performance of the mechanical systems.

**Education and Work Experience:**

**Education:**

- Engineering degree in mechanical, architectural engineering or relevant degree is required.
- Professional Engineer registration strongly preferred.

**Experience:**

- Previous experience in preconstruction services; or minimum of 8 years experience in design of HVAC and plumbing systems.

**Knowledge, Skills, and Abilities:**

- Strong knowledge of HVAC and plumbing engineering
- Engineering design expertise
- Ability to manage to a budget, which requires basic financial acumen
- Proficient in MS Excel
- Time management / organizational skills
- Strategic thinking and ability to utilize foresight and planning.
- Strong negotiation and conflict resolution skills
- Ability to develop and foster effective professional relationships in order to gain credibility
- Ability to use analytical, methodical approach
- Effective communication skills – ability to articulate message, to be persuasive, and explain position to various target audiences who may possess varying levels of technical knowledge.
- Display a keen sense of urgency to deliver results.

**Physical and/or Travel Demands:**

Occasional travel (regionally) may be required; typically does not involve overnight stays.

**To Apply:** Interested parties should apply on-line at our website:

<http://www.usengineering.com/careers/open-positions>