

**Tonn and Blank Construction**  
**Job Description**  
**Preconstruction Manager**

Classification: Exempt, Full Time  
Supervisor: Director of Preconstruction

**Overview**

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Preconstruction Manager through the outline of his/her duties, authorities, and responsibilities.

The Preconstruction Manager is to assist the Director of Preconstruction, Program Manager, Project Manager or Lead Estimator to ensure that projects are estimated, planned, and coordinated in a timely, efficient, effective, and accurate manner. The Preconstruction Manager will be held responsible for all aspects related to his or her assignments. The Preconstruction Manager will have the ability to work with the Design Professionals on projects.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- Bachelor's Degree in Construction Related Field from an accredited institution of higher learning
- Minimum five (5) years' experience in Construction Management/Conceptual Estimating.
- Successful drug, alcohol, MVR and background checks.
- Willing to accept responsibility to acquire specialized training.

**Skills and Personal Attributes:**

Skills required:

- Assist the Program Manager, Project Manager or Lead Estimator in preparing accurate project cost estimates and preliminary construction schedules
- Ability to Troubleshoot and resolve problems before they become major issues
- Ability to communicate with owners, architects, engineers, subcontractors and suppliers

- Ability to learn the working knowledge of construction legal issues including contracts, labor standards, safety standards and other related topics
- Assist the Director of Preconstruction in managing all aspects of pre-construction on projects effectively and efficiently including budgeting, scheduling, QA, safety, owner, and architect correspondence.
- Assist the company in developing business relationships and networking contacts to increase the company's presence in the business community that results in new business opportunities.
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Develop knowledge of Company software: (iSqFt), Estimating (WinEst), Historical Cost Tracking (Modelogix) Takeoff (OST), Scheduling (ASTA) and Project Management (ProCore) and other 3D Model Based Takeoff and Estimating
- Develop knowledge of Microsoft Office Applications including Word and Excel.
- Excellent math, verbal, written, communication and computer skills
- Ability to attend project walkthrough meetings and effectively communicate existing conditions and scope issues.
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Prepare estimates, proposals, RFP responses etc., for all project delivery types
- Assist the Project Manager in setting up and/or supervising the set-up of projects in Timberline including (but not limited to ):
  - Estimate Import
- Competitively procuring vendor proposals. Perform a detailed review of the bids received comparing the scope of work for each bidder and the bidding documents, complete bid tabs and make recommendations of award.
- Assist the Project Team with managing projects on a daily basis including (but not limited to):
  - Vendor database maintenance
  - Vendor prequalifications
  - Document control
  - Bid management (preparation of bidders list, bid solicitations, document control, bid coverage expedition and tracking)
  - Quantity surveys all trades
  - Quantity surveys and estimates for self-performed trades
  - Cost analysis
  - Cost studies

- Cost history tracking
- Value engineering
- Coordinate with preconstruction team all RFI's.
- Assist Preconstruction Manager in the completion of project cost history
- Develop and Maintain:
  - Cost database(s)
    - Labor production
    - Materials
    - Equipment
  - Vendor database
  - Historical Costs
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information
- Other tasks as assigned.

### **Measures of Performance**

The Preconstruction Manager shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All projects are estimated accurately and in accordance with company policies and procedures.
- All project documentation is accurate, complete, timely and current
- Preconstruction Manager is deemed to add value to the project and to the Preconstruction Team
- Owners are happy with Tonn and Blank and will use Tonn and Blank on future projects
- Preconstruction Manager complies with all Tonn and Blank policies and procedures