

## Pre-Construction Project Manager

- A. SUMMARY:** Project Manager of Pre-Construction Services reports directly to the Vice President of Construction and is responsible for design direction, plan review, preliminary scheduling, cost estimating and subcontractor base development. This role requires a firm understanding of multi-family construction, sub-contractors, and best practices of the industry. Additionally, this role will involve business development activities for Streetlights Residential Construction as they continue to enter new markets and source 3<sup>rd</sup> party opportunities.

This position is a full-time, salaried position exempt from overtime.

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**B. QUALIFICATIONS:**

- 1. Education:** A 4-year college degree is required. A Bachelor of Science degree with a concentration in Building/Construction Science or Engineering is preferred.
- 2. Experience:** 3-5 + years previous work experience as a Construction Estimator with a multifamily or commercial building construction contractor. Background in project management, drawing review and consultant leadership is preferred.

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- C. RESPONSIBILITIES:** The following is a non-exhaustive outline of job responsibilities. Other duties will be assigned. Travel may be required.

**1. Project Design Review**

- Helping the design development team to provide the most cost-effective structures possible
- Attend design meetings to aid in the development of the drawings and offer pricing input
- Work with interiors to ensure selections match budget parameters
- Develop strong team of preferred subs for all product types so that they can be involved in the design process
- Research new methods with subcontractors to provide ideas on potential ways to cut costs on budgets prepared
- Work toward standardized details for design with the creative team
- Develop and maintain a standardized form/checklist for plan review

**2. Planning and Preconstruction**

- Review proposed site plans with Development and document summaries of these plans for estimating purposes
- Be familiar with past/current projects to be capable of discussing with Pre-Construction team specific scope/sequencing options that could affect budget
- Stay up to date with Pre-Construction team and other contractors to be aware of best practices related to building and construction
- Must be able to take concept drawings and develop detailed cost estimates within the SLR cost accounting structure
- Must be able to manage budgets for multiple projects at a time
- Discuss pricing details with project teams when needed
- Visit other GC projects to stay current with the market trends and subcontractors
- In some cases, track down additional bids from subs for holes in ITB coverage
- Ensure SLR bid list is maintained and deep with qualified subs for each trade
- Develop project schedules for review with VP
- Create phasing and build plans to review with the Pre-Construction team
- Present, along with both VP and Director of Pre-Construction, the transition data to SVP Field Operations and SVP Construction Operations

## **Pre-Construction Project Manager**

### **3. Skills and Abilities**

- Understand how to apply insurance rates and tax to construction estimates
- Proficient in On-Screen Takeoff
- Ability to work in Bluebeam
- MS Office & MS Project software with expertise in Microsoft Excel, Project, PowerPoint, and Word. Experience with Procore, SmartBid, Docusign, and Box.com is beneficial
- Exceptional organizational skills with the ability to prioritize, multi-task, and lead all team efforts. Independent, logical thinking and a high-level of initiative and strong work ethic are essential
- Must possess superior analytical, quantitative, problem solving, writing and communication skills
- Flexible with positive attitude and willingness to work additional hours to complete projects within a fast-paced entrepreneurial environment
- Must be a self-starter
- Possess accounting skills for budget and cost tracking

### **4. Leadership**

- Foster a cooperative and informative relationship among the Construction team
- Develop teamwork atmosphere with the Development team
- Ensure working relationship with Asset Management Team and address all of their concerns and issues promptly
- Be a positive individual
- Exhibit fairness and professional ethics at all times