



Preconstruction Director

Department: Estimating/Preconstruction

Reports to: President / CEO

FLSA Status: Non-Exempt

Approved by: COO

Revision Date: February 17, 2025

Supervisory Role: Yes

Essential Duties and Responsibilities

Manages and directs the Estimating Department. Plans and aligns bids and projects with capabilities of the organization by performing the following duties personally or through subordinate managers.

- Direct Estimators and assistant in all phases of bid preparation, (executing material take-offs; determining production rates subcontractors quotes; material, labor, and overhead).
- Facilitate weekly coordination with team and management to ensure new project pursuits are comprehensive and align with operational goals, verify estimating team is on schedule for deadlines and bid preparation, ensure site visits, prebid meetings and bid deliveries are assigned.
- Review and approve bids prior to submission.
- Establishes current and long-range objectives, plans, and policies, subject to approval by Executive Management.
- Lead preconstruction team including personnel reviews, development and training, performance improvement and discipline to deliver quality bid submittals and new contracts in a results-oriented environment.
- Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design projects.
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.
- Seeks new business opportunities to diversify client base. Markets company through meetings with potential clients.
- Inspects construction sites to monitor progress, the performance, labor, equipment and construction methods to apply to future estimates. Calculates cost and determines feasibility of project based on analysis of collected data.
- Represents organization with major customers, city and county officials, vendors, suppliers, and the general public.
- Manage subordinate supervisor who supervises employees in the Estimating Department. Responsible for the overall direction, coordination, and evaluation of these units.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Establish estimating team goals with corporate close percentage requirements while maintaining corporate Gross margin goals and expectations.
- Provide oversight and performance management to the estimating department.
- Ability to manage the performance of direct reports to achieve corporate goals.
- Excellent knowledge of the Company's industry and trends impacting its business.

Qualifications, Education, Experience and Certifications

- Bachelor's degree in Civil Engineering or Construction Management or University program certificate;
- Ten (10) years related experience and/or training equivalent combination of both
- Knowledge of HCSS HeavyBid, takeoff software; spreadsheets, project management software and other software/hardware utilized by the company and necessary to complete the responsibilities.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

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- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- State of Florida General Contractor's license and/or underground utility excavation license preferably but not required.

Physical Demands and Work Environment

- While performing the duties of this job, the employee is regularly required to sit for long periods at a computer. The employee is frequently required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.
- Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions

Competencies

To perform the job successfully an individual should demonstrate the following:

- Analytical
- Business Acumen
- Cost Consciousness
- Delegation
- Design
- Development of personnel
- Leadership
- Oral Communication
- Problem Solving
- Quality Management
- Strategic Thinking
- Written Communication

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