

March 2022

Position / Title: Preconstruction Manager / Estimator

About Symmetry Builders:

Symmetry Builders Inc. is a Colorado based general contractor / construction manager incorporated in 2011. Our focus is commercial construction which includes a variety of different products (Municipal, Office, Veterinary, Retail, Educational, Civil, Multi Family, HealthCare etc). In addition, Symmetry Builders is an industry leader in the modular construction design and delivery. Symmetry Builders is experiencing another growth curve with increasable opportunities throughout Colorado and the Western US.

The candidates considered for this position should be dedicated and independent thinkers and top-level leaders in our industry.

Job Responsibilities:

Reports directly to the V.P. of Estimating and Preconstruction of Symmetry Builders.

The PreCon Manager will be an integral part of our Preconstruction and Estimating Departments Understands Design-Build, Design-Assist and Hard Bid delivery methods.

Takes projects from Business Development to turnover to our operations team. This includes phased turn overs for fast tracked projects.

Possesses superior communication skills, both written and verbal.

Facilitates and leads meetings with Design teams, Developers, Municipalities and Subcontractors.

Has detailed knowledge of all CSI divisions and is able to prepare cost opinions / budget models from scratch on concepts to full estimates off for construction documents.

Has knowledge of soft costs versus hard costs.

Has good knowledge of scopes, trades and tasks to develop preliminary planning and construction schedules.

Assists project teams with coordination and submissions to utility companies, planning departments and other jurisdictional agencies.

Develops and coordinates subcontractor and supplier scopes from preliminary schematic design documents through for construction documents.

Prepares value engineering and trend log spread sheets to maintain and control a budget.

Develops contracts (owner, design, subcontractor) in coordination with Vice Presidents / President.

Ability to discuss and analyze a variety of building systems including but not limited to foundations, structural, plumbing, HVAC and Electrical.

Ability to evaluate developer's pro-forma vs proposed designs and budgets.

Negotiates general conditions, overhead and fee percentages.

Establish and negotiate overall project schedules in coordination with our operations team.

Implements site logistic plans in conjunction with our Operations Team

Implements and manages pre-construction fee structures including billings and cost tracking.

Participates in public and private interview process.

Minimum Requirements:

BA in Construction Management or associated degree or 5 years + experience in the pre-construction / estimating field
Has led preconstruction and estimating efforts on projects
Willing to travel, if required by future development

Compensation & Benefits:

Competitive salary of \$75,000 - \$105,000 based on experience
Health, Vision and Dental Insurance (employer paid with buyup options)
Aflac (paid by employee)
Life Insurance (employer paid)
Company Cell Phone
401(k)
Bonus Incentive
Three weeks of PTO (paid time off) is effective upon hire and is accrued per pay period.