

Job Description for: **Senior / Lead Estimator and Director of Pre-Construction**

March 2023

Job Description / Tasks:

- Negotiating contracts with clients
- Assist in developing and implementing marketing strategies with VPs of business development / strategic growth and operations teams
- Manage, tutor and lead all pre-construction and estimating team(s)
- Provide job descriptions for estimators and pre-construction staff
- Provide suggestions to improve delivery of estimating / pre-construction services
- Maintain close contact with operations teams and lead project turn-over. Review job performance and implement changes based on outcome
- Provide and maintain workload charts and bidding / project lists
- Provide employee feedback and attend yearly evaluation and reviews
- Capable of managing final bidding, tab sheet reviews and sub / supplier selections
- Provide required staff training and discipline
- Manage and execute proposals for negotiated and hard-bid projects
- Review final estimates / budgets with estimators, inclusive of any subsequent value engineering efforts
- Capable of providing accurate and detailed cost models, budgets, spending forecasts and schedules for developer's pro-forma
- Capable of developing complete and competitive GMP / GMAX (and other) proposals
- Principal liaison between current & future clients, architects, engineers and other strategic partners of Symmetry Builders
- Capable of leading OAC meetings during pre-construction and finalize deals
- Maintain positive and cultivating relationships with designers, developers, subs / suppliers and Symmetry employees
- Oversee the bidding of all projects. Review estimates and make required revisions to submit competitive but profitable proposals
- Oversee and manage document control to ensure correct data is being used and distributed for budgets and proposals
- Project follow-up with clients, subs and internal Symmetry staff
- Assist clients with pro-forma negotiations
- Propose department staffing planning to manage workload and accommodate successful growth of Symmetry Builder's Inc. based on our strategic plan

Minimum Requirements:

- BA in Construction Management, or equivalent degrees
- 8+ years of commercial and multi-family construction estimating
- Leadership experience, leading estimating / pre-construction team(s) for a minimum of 4 years
- Outstanding communication skills. Verbal and written
- High level of integrity and moral standings
- Willing to travel if required
- Culture and success driven mentality

Compensation / Benefits:

- Salary range of \$100,000 to \$130,000, depending on experience
- Company Cell Phone or Reimbursement
- Matching 401K
- Health, Dental, Vision Insurance (employer paid with buyup options)
- Aflac (paid by employee)
- Life Insurance (employer paid)
- Travel allowance, if required
- Three weeks of PTO (paid time off) is effective upon hire and is accrued per pay period

All tasks, descriptions and requirements, as prepared above, are subject to review and changes by SymmetryBuilder's Inc. In no way is the above designed to encompass all tasks for the VP of Estimating & Pre-Construction. Rather it is designed to provide guidance and help to create leadership and success!