

GREENLAND ENTERPRISES, INC.
JOB DESCRIPTION

TITLE: Preconstruction Associate

REPORTS TO: VP of Preconstruction

LOCATION: Hampton, VA

APPROVED/REVISED DATE: 03.15.21

FLSA STATUS: Exempt

JOB SUMMARY: Assist Executive Management and/or Project Manager(s) with estimating and preconstruction efforts. Under the direction of the VP of Preconstruction, the Preconstruction Associate is expected to take on any/all tasks in the quest to learn all he/she can about the estimating/preconstruction phase associated with District Energy design and construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Estimates the value of construction projects to include the combination of quantity take-offs and firm-fixed prices from subcontractors and vendors/suppliers.
- Attend pre-bid meetings and deliver bid packages.
- Compile a qualified bidders list, conveys invitations to bidders, communicates with bidders, solicits bids.
- Solicit minority subcontractor/supplier participation.
- Ability to prepare detailed instructions to bidders, trade specific clarifications and comprehensive bid packages.
- Collect and evaluates proposals from subcontractors for the scope of work.
- Assist in the development of proposals in pursuit of strategic opportunities, including the development of supporting partnerships with key suppliers and subcontractors.
- Assist in the development of proposals to include technical narrative generation and schedule development.
- Identify competitors on bids and define Greenland's competitive edge on the bid opportunity.
- Develop and manage relationships with owners, architects, and engineers to bring repeat business to the company.
- Provide owners and architects with project budgeting information, material availability, constructability reviews, and design viability.
- Assist in handling the project from first estimate to turnover to Operations once project is secured. Support Project and Project Managers through buyout phase.
- Make subcontractor award recommendations to Project Managers and assists with the negotiation and finalization of subcontracts with trade partners.
- Review the contract documents, the scope of work, and subcontractor qualifications to manage risk.
- Ability to look beyond the information that has been given, to ask the right questions and work to provide a complete project cost evaluation.
- Compile historical data to assist Executive Management and Project Managers on current/future bids.
- Represent the company at various community, industry and/or business meetings to promote the company marketing/sales initiatives.
- Demonstrate sound business decision-making skills and goal-oriented results.
- Plan, assign, and direct work; coach and mentor employees, address complaints and resolve problems.
- Support field operations during lull periods in bidding efforts.
- Responsible for all other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

EXPERIENCE:

- Demonstrable experience in commercial construction.
- Scheduling experience related to construction projects.
- Proficiency in MS Office suite products (Word/Excel/Outlook).
- Proficiency in Bluebeam Revu.
- Proficiency in MS Project/Primavera P6 is a plus.
- Technical writing experience/expertise is a plus.
- Ability to read and interpret construction drawings and specifications.

TRAVEL: Frequent periods of travel within the United States.

EDUCATION/TRAINING:

- Degree from a two or four-year college or university in a construction related field of study.
- In lieu of a degree, three (3) years as a commercial construction estimator.

QUALIFICATIONS:

- Must have a clean driving record.
- Must complete a successful background check.
- Ability to communicate professionally at all levels of the organization and with external contacts.
- Dedicated to winning work and willing to take pride and ownership of work product.
- Knowledge of mechanical construction is a plus.
- Strong organizational and time management skills with the ability to multi-task.
- Must be detail oriented, technically sound, and have good communication skills.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performance of the primary duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoist, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools, or controls, sit, talk, and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. While performing the duties of this position, the associate regularly visits construction work sites where the associate is exposed to moving mechanical parts, high precarious places, fumes, airborne particles, outside weather conditions and the possibility of electrical shock. The noise in these environments is normally moderate to very loud; the use of company provided personal protective equipment for all known and potential hazards are mandatory. Frequent lifting of equipment between 10-50 lbs. is required.

Signature _____

Print name _____

Date _____

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.