



SENIOR ESTIMATOR/ PRECONSTRUCTION SERVICES MANAGER

Job Summary:

The successful candidate will participate in preconstruction and technical services. Candidate will be primarily responsible for the daily management, supervision, coordination and successful completion of the preconstruction phase of projects to meet the cost objectives with respect to estimating and bidding of all major projects, including complex projects such as healthcare, institutional, government and office/corporate up to \$100 million in size. Project delivery types include design/build, negotiated GMP, lump sum bidding and construction manager-at-risk contracts.

Primary Responsibilities:

- Support and implement the company's Business Plan and Strategic Plan
- Provide and/or coordinate full estimating and preconstruction services on large, complex work and all types of contracts
- Assemble estimates, including general conditions, special conditions, insurance and bonds
- Ensure estimates, including general conditions, are accurate and complete and reflect the actual requirements of the project; ensure an adequate number of qualified and financially sound subcontractor proposals are received and evaluated
- Provide staff with assignments
- Ensure potential risk factors have been evaluated and reviewed with senior management (e.g. peer review, contract bond authorization, contract review, insurance review, etc.)
- Oversee preparation of bid packages, obtain bids from subcontractors and material vendors and analyze bids from subcontractors and material vendors
- Coordinate and ensure a preliminary construction schedule has been developed for each estimate
- Coordinate with the operations manager and/or project manager on team assignments and assist the operations team during preconstruction
- Coordinate resolution of constructability issues during design, pricing of alternative design concepts and value engineering reviews
- Organize and lead the transition meeting between the operations team and the preconstruction team and coordinate follow-up meetings
- Visit ongoing projects to verify status of estimate versus project status, meet with the operations team and view work in place for experience and comparison to the estimate
- Keep current on changes and trends in methods of construction and materials, construction costs, wage rates, fringes and working rules
- Initiate and maintain liaison with client and architectural/engineering contacts to facilitate a successful preconstruction process, including attending client-initiated meetings and ceremonial events
- Coordinate the assembly of preconstruction material for presentation purposes to the owner (e.g. design development estimates, Guaranteed Maximum Price (GMP) booklets, etc.).
- Identify and qualify new material suppliers and subcontractors and place into subcontractor database
- Take an active role in the Personal Development Plan (PDP) process to develop and mentor subordinates toward a successful career with the company



- Review and incorporate historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and manhour figures
- Review proposal specifications and drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate

Qualifications:

- Bachelor's degree in an accredited construction related curriculum
- 10 or more years estimating, cost control and/or engineering experience in similar facility construction
- Stable job history with large general contractor or construction manager
- Proven leadership and organizational skills.
- Demonstrated success in managing preconstruction process for major, complex projects
- Proficient in PC-based scheduling and spreadsheet applications, including MC², Prolog, Primavera and Microsoft Excel, Word and Access
- Excellent writing and communication skills

SpawGlass Firm Highlights:

- Best Companies Group's No. 11 Best Company to Work for in Texas, 2009 (large-sized companies, 250+ employees category)
- 100 percent employee owned and operated by over 370 employee shareholders
- Excellent benefits include 6 percent 401(k) match, health club participation, stock purchase option, comprehensive medical and dental insurance

You may email your résumé to humanresources@spawglass.com, fax it to 210-651-4399 or mail it to SpawGlass, Attn:

**Human Resources, 9331 Corporate Dr.,
Selma, TX 78154.**

You also may apply in person at:

- **1111 Smith Rd., Austin, TX**
- **4909 E. Grimes, Ste. 116, Harlingen, TX**
- **13800 West Rd., Houston, TX**
- **9331 Corporate Dr., Selma, TX**

**SpawGlass is an Equal Opportunity
Employer.**