



SPAWGLASS-HOUSTON SR. ESTIMATOR/PRECONSTRUCTION SERVICES MANAGER

Job Summary:

The successful candidate will participate in preconstruction and technical services for the SpawGlass-Houston Region. 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 scheduling, 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.
- Prepare and analyze cost models during the design development and/or bidding period.
- Ensure estimates, including general conditions, are accurate, complete and reflect the actual requirements of the project, including ensuring there are an adequate number of qualified and financially sound subcontractor proposals received and evaluated.
- Plan and lead the preconstruction strategy meeting on the approach to the project or estimate.
- Ensure potential risk factors have been evaluated and reviewed with senior management (i.e. peer review, contract bond authorization, contract review, insurance review, etc.).
- Prepare bid packages, obtain bids from subcontractors and material vendors and analyze bids from subcontractors and material vendors.
- Ensure an adequate and proper number of documents are available for estimating the project.
- 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 all constructability, value engineering, estimating and cost control.
- Monitor design progress for compliance with defined cost, schedule and quality criteria.
- Coordinate resolution of constructability issues during design, pricing of alternative design concepts and value engineering reviews.
- Participate in bid package scope of work and schedule preparation for all work packages and pre-bid and pre-award meetings.
- Participate in and make recommendations for bid evaluations and contract award.
- 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.
- Identify and solve problems to minimize risk.
- 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 A/E contacts to facilitate a successful

preconstruction process, including attending client-initiated meetings and ceremonial events.

- Assist operations manager in maintaining subcontractor evaluations utilizing the financial review form provided by the Treasury Department and Dunn & Bradstreet.
- Coordinate the assembly of the preconstruction material for presentation purposes to the owner (i.e. design development estimates or Guaranteed Maximum Price (GMP) booklets, etc.).
- Coordinate, manage and supervise the work of subordinate preconstruction members and support staff.
- Identify and qualify new material suppliers and subcontractors and place into subcontractor database.
- Identify new work opportunities and inform business development manager of potential projects with current clients.
- Actively participate on internal team(s) that focus on continuous improvement of the business.
- Take an active role in the Personal Development Plan (PDP) process to develop and mentor subordinates towards a successful career with the company.
- Review and incorporate historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and man-hour figures.
- Review proposal specifications, 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.
- Seven or more years estimating, cost control and/or engineering experience in similar facility construction.

- Stable job history with large general contractor or construction manager.
- Conceptual and detailed estimating experience on mid-sized to large commercial building projects.
- Ability to coordinate and supervise group work effort.
- Proven leadership and organizational skills.
- Familiar with all policies and processes as they relate to this position.
- 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:

- *Houston Business Journal's* No. 1 Best Place to Work in Houston, 2008
- 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
- Built and occupies Houston's first LEED[®] certified "green" building
- Excellent benefits include 6 percent 401(k) match, health club participation, stock purchase option, comprehensive medical and dental insurance

You may email your resume to humanresources@spawglass.com, fax it to 210-651-4399 or mail it to SpawGlass, Attn: Human Resources, 9331 Corporate Dr., Selma, TX 78154.

SpawGlass is an Equal Opportunity Employer.