

PRE-CONSTRUCTION MANAGER / ESTIMATOR

Supports and manages all new project opportunities. Works closely with the Company's Business Development Team through the preconstruction process including budgeting, estimating, proposals, preliminary schedule development, value-engineering and design-assist management. This position will be assigned a project coordinator to assist with all efforts as needed.

Benefits Offered: Highly Competitive Salary; Full Medical, 401K, ESOP, Profit Sharing
Employment Type: Full-Time, Salary

RESPONSIBILITIES

- Prepares conceptual budgets and maintains up-to-date historical pricing data for all unit-pricing exercises.
- Provide constructability reviews and provides constructive feedback to client and design teams.
- Distributes bid packages, reviews and evaluates bids and proposals from suppliers and subcontractors; develops, negotiates, and approves contracts for selected subcontractors and vendors as needed to complete the project work. Ensures all scope items are accounted for.
- Manages all pre-construction budgets and estimates. Maintains and makes improvements to the Master Budget Template.
- Conducts project site inspections & hosts sub-contractor site-walks to ensure all plans, specifications and subcontractor proposal scopes of work are comprehensive & are being adhered to. Resolves issues and recommends modifications to the project plans, as needed.
- Manages the RFI & Addendum process and ensures all relevant and most-current information is shared with all necessary parties. Verifies that all proposals received are inclusive of all pertinent documentation.

- Communicates with the Project Management & Business Development teams to provide updates on the status of estimates and budgets.
- Manages the Prequalification process for all subcontractors and vendors and continually searches for and engages the best qualified subcontractor and vendor base available.
- Makes continual improvements to the overall process.

Requirements

Minimum of 12+ years of COMMERCIAL CONSTRUCTION EXPERIENCE in a Pre-Construction & Estimating role.

In-depth and proven experience estimating both Ground-Up and Tenant Improvement project ranging between \$250,000 & \$10MM

Highly organized with the ability to work with multiple managers, manage multiple projects and meet deadlines

Strong written and verbal skills

Ability to develop detailed and accurate preliminary schedules using MS Project

Healthcare experience is a plus

Knowledge of the Phoenix Metro area construction industry is a plus

Applicants can apply by sending their resume to resumes@ibcaz.com.

About Integrity Building Corp:

Founded in 2005, Integrity Building Corp (IBC) is dedicated in our search to find & support team members who want to make a difference. We are looking for enthusiastic, talented construction professionals to join our team and become another one of our successful employee-owners. We are a top-ranked Commercial General Contractor; an Employee-owned (ESOP) business and an Equal Opportunity Employer.