

## **Pre-Construction Manager**

Coastal Systems Development, Inc. (CSD) is seeking a motivated Pre-Construction Manager for a full time position in our Coral Gables office. CSD specializes in the development and design-build construction of projects in remote locations throughout the Bahamas, Caribbean and Central America. Our clients range from private investors to national governments and our specialty lies in the ability to provide our clients with comprehensive development services; beginning with a project vision and continuing on through master planning, design and construction. At CSD, we encourage our employees to think abstractly to deliver unique solutions for the complex and exciting projects on which we work. Candidates should be eager to learn and willing to develop a broad skill set that can be applied to a diverse array of projects.

### **Responsibilities Include:**

- Lead multiple projects simultaneously through pre-construction phase from conceptual to contract
- Preparation of a firm contract price cost estimate (e.g. GMP, Lump Sum, Cost Plus) for a given project
- Qualify and contract prospective architects, engineers, consultants, designers, contractors, sub-contractors and material vendors for a given project.
- Preparation of a complete sixteen division quantity take-off of a given project.
- Preparation of a project construction schedule (CPM) for a given project.
- Preparation, review, and submission of project submittals, samples, shop drawings, product literature, for review and approval
- Generate and negotiate contracts
- Acquire sub-contractor proposals
- Develop accurate detailed estimates, including self-perform work, independently
- Perform trade scope review and identifying potential risks
- Perform constructability reviews with owner and architect
- Evaluate and maintain historical cost database(s)
- Participate in the value engineering process as a solution provider
- Participate in the preparation of construction schedule for estimating purposes; request and discuss staffing requirements, and logistics plan with Construction Manager or Project Manager
- Actively participate in presentation, interview & proposal preparation
- Support Business Development in proposal presentations, aid in building client and Architect/Engineer relationships
- Review and advise on assigned estimates prepared by other assigned estimators. Maintain current estimating records, studies, unit prices, etc

**Skills:**

- Bachelor's Degree and five years of building construction experience required on residential/commercial Projects, or equivalent combination of education, training and experience.
- Experience with a variety of building construction types is desirable.
- Knowledge of accounting principles and cost control procedures.
- Knowledge of estimating, construction costs, scheduling, purchasing, and engineering principles and techniques, various construction methods and installation procedures; and a general understanding of the operation of various building systems.
- Demonstrate ability to thoroughly understand drawings and specifications, general contract and sub-contract documents, materials, means and methods. Very strong verbal and written communication skills required.
- Demonstrate leadership and interpersonal skills.