



SYNOPSIS POSITION DESCRIPTION

Title: Preconstruction Manager

Reports to: President/ Operations Manager

Direct Reports: Secretary

Purpose/Objective/Summary:

Recognize the abilities of individuals who can provide the expertise in moving a project from the conceptual phase through to the construction phases as a key team member. Individuals in this position will act in a leadership role on those projects assigned by the director of preconstruction services or senior preconstruction manager.

Essential Job Functions/Duties and Responsibilities:

Planning

Organizing

Client Development

Leadership

Education Requirements:

Preferred 4-year degree in an accredited construction related curriculum (i.e. BSCE, BSCM, BSAE, etc.) or experience equivalent to a 4-year degree; training and working knowledge of TQM principles; continue personal development through Prestige Construction Group Training and Development program.

General Background/Work Experience Requirements:

- 8-10 years experience in construction related positions.
- 3 years supervisory experience in a preconstruction capacity.
- Proficient in Timberline and MC2.
- Strong in communications, delegation, leadership and organization.
- Trains others well and monitors their work for quality and completeness.

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