

# PRE-CONSTRUCTION PROJECT MANAGER – JOB DESCRIPTION

## NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

## POSITION SUMMARY

The Precon Project Manager's primary responsibility is to manage, in collaboration with the Project Executive, the successful completion of assigned Precon projects. The Precon Project Manager is the lead for project financials, risk management, and client relations. Occasional travel is required. This position reports to the Vice President of Preconstruction & Estimating.

## ESSENTIAL FUNCTIONS

- Manage financials, risk management, and client relations of assigned projects during pre-construction to issuing subcontracts.
- Ensure Nibbi's standards of safety and quality are adhered to by assertively championing Nibbi's safety culture to project.
- Mentor and develop team members while effectively managing the overall team.
- Work collaboratively with project team members.
- Represent Nibbi in a professional manner.

## RESPONSIBILITIES

- Manage the project team successfully and collaboratively.
- Job site visits to review existing conditions.
- Establish and maintain positive and effective relationships and communication with client, Construction Manager, project team, consultants/architect/engineers, subcontractors, adjacent community, trade unions, governmental agencies.
- Review all project documents, for completeness and accuracy.
- Develop bid scope for trade packages and vet subcontractors to insure compliance with bid scope.
- Write and ensure execution of all subcontracts and purchase orders.
- Manage project buy-out and formalizing subcontractors.
- Prepare take-off and budgets in collaboration with Project Estimators.
- Develop preconstruction schedule and monitor progress.
- Use project management and scheduling software consistently and accurately.
- Responsible for managing billings and cost procedures during preconstruction.
- Develop construction schedule with input from field.

- Plan site logistics with input from field team.
- Conduct team meetings, owner/architect meetings, and budget reviews.
- Present job cost, scheduling updates, and budget updates at regular intervals.
- Promote and support career development of Project Managers, Assistant Project Managers, and Project Engineers.
- Attend company and industry events including meetings, trainings, workshops, etc.
- Other related duties as assigned or needed.

## QUALIFICATIONS

Degree in Construction Management, or related field, and minimum 3 years of experience as an Assistant Project Manager, or equivalent role, in the construction industry. Candidates must have a solid understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology. This position requires a high level of fluency reading plans, specifications, and related project documents. Key competencies are leadership, initiative, communication, teamwork, managing for results, and coaching & mentoring.

**Technical Skills:** ProCore, On-Screen Take-off, Primavera P6, Building Connected, MS Office Suite.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Project Manager is regularly required to:

- Walk, climb stairs, sit, and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

## COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision

PTO

Flex plans

Holidays

Life insurance

Incentive compensation bonus

Supplemental insurance plans

Educational reimbursement

401K with employer matching

Gym membership discounts

Vehicle allowance

**Nibbi Brothers is an equal opportunity employer.**