POSITION: Preconstruction Manager

Location: Columbus, OH
Reports to: Vice President

ABOUT US

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnery family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.

OUR VALUES

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.

- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.
- **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.

ESSENTIAL FUNCTIONS

Bid and Design Management

- Bid management administration
- Design coordination with architects, engineers, vendors, project stakeholders

Compliance and Risk Management

- Permitting and regulatory compliance review and assessment
- Risk management - risk identification & mitigation planning

Client and Stakeholder Management

- Client communication and relationship management
- Team leadership - fosters efficient and effective collaboration among all project stakeholders.

Business Development

- Develop and implement strategies to generate new business opportunities and expand our client base.

RESPONSIBILITIES

Client and Stakeholder Collaboration

- Collaborate with clients, architects, engineers, and other stakeholders to understand project requirements and objectives.
- Serve as clients' primary point of contact during the pre-construction phase, providing regular updates on project progress and addressing any concerns or inquiries, collaborating with clients to address changes or modifications.

Project Planning and Management

- Develop comprehensive project plans, including timelines, budgets, and resource allocation.
- Conduct thorough cost estimation and analysis to ensure accurate project pricing and profitability.
- Lead the bid management process, including soliciting bids from consultants, subcontractors, and suppliers.
- Negotiate contracts and agreements with subcontractors and suppliers to secure favorable terms and conditions.
- Achieve project objectives and lead a multidisciplinary team of pre-construction professionals, including design consultants, estimators, planners, and coordinators, amongst others.
- Responsible for holding weekly project meetings, quarterly strategy sessions, and conducting performance evaluations for direct reports.

Design and Permitting Coordination

- Coordinate with design teams to review plans and specifications, identify potential issues, and propose and offer analysis for alternative options to meet time and cost constraints.
- Manage the permitting process, including obtaining necessary approvals and permits from local authorities in collaboration with design team partners.
- Assist the owner or other project stakeholders in identifying, applying for, and securing required approvals for items they are responsible for.
- Ensure compliance with building codes, zoning regulations, and other legal requirements throughout the pre-construction phase.

Risk Management

- Identify potential risks and challenges associated with project scope, schedule, and budget.
- Develop risk mitigation strategies.

SKILLS & QUALIFICATIONS

Strategic and Analytical Skills

- Strategic and forward-thinking.
- Attention to detail.

Communication and Interpersonal Skills

- Strong and effective communication skills.
- Orientation towards coaching and mentoring.

Technical Proficiency

- Proficiency in Procore, Planswift, Bluebeam, Smartsheet or Microsoft Project, and MS Office Suite.
- A high level of fluency in reading construction plans, specifications, and related project documents.

EDUCATION & EXPERIENCE

- A degree in Construction Management or a related field and at least three years of experience as a Project Manager or equivalent role in the construction industry are required.
- Must have a solid understanding of the construction industry, job site safety requirements, contract management, planning and scheduling, budgets, building products, and relevant technology.

PHYSICAL REQUIREMENTS

- Complete all physical requirements of the job with or without a reasonable accommodation to perform the essential functions of this job successfully.
- 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 can 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.
- Travel as needed.
- Adhere strictly to the MAC Drug-Free Workplace Policy and pass drug screens as requested.

COMMITMENT

With this signature, I acknowledge that I have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that I will meet all included requirements and qualifications:

_____	_____
EMPLOYEE SIGNATURE	MAC EXEC SIGNATURE
_____	_____
EMPLOYEE NAME	MAC EXEC NAME
_____	_____
DATE	DATE