



Primary Responsibilities – Functions and outcomes for which you are ultimately responsible for.

- ☐ Ownership of entire bid process for assigned projects.
- ☐ Consistently provides detailed bids inclusive of appropriate scope, quantities and costs
- ☐ Possess basic knowledge of constructability, scheduling and logistics
- ☐ Maintains regular contact and positive working relationship with subcontractor base
- ☐ Executes proactive value engineering in hard-bids, estimates and budgets
- ☐ Attends site visits and design meetings as required to ensure accurate information obtained and scope captured for pricing exercises
- ☐ Takes responsibility for outcomes related to job requirements
- ☐ Complete project turnovers with complete and accurate information
- ☐ Effectively communicates with leadership on items requiring escalation
- ☐ Regularly engages in rapport with architects, consultants and tenants in a relationship building/business development capacity during estimating process
- ☐ Consistently achieves a win percentage of 25% on targeted projects, a secured/won bid volume of \$25 million and minimum profitability of 5% on hard bid and 10% on negotiated projects
- ☐ Reports to Vice President of Preconstruction
- ☐ Regularly respond to project team members by phone, text or email as required
- ☐ Upholds Pacific Builders Values in all actions and decisions

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Secondary Responsibilities – Functions or outcomes that others are responsible for, but you are regularly consulted or provide input to.

- ☐ RFP requests
- ☐ Project schedules
- ☐ Material lead times

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- ☐ Site logistics

Vital Few - Primary people/roles directly responsible for helping you drive the functions and outcomes you are primarily responsible for.

- ☐ VP of Preconstruction
- ☐ VP of Construction

Information - Specific information inputs that go into your ability to effectively execute your role responsibilities.

- ☐ Complete and detailed construction documents
- ☐ Complete, timely and accurate architect and pricing responses
- ☐ Accurate and timely project schedules

Professional skills, personal characteristics and or certifications required to be successful in this role.

- ☐ Extensive knowledge of the commercial interior construction estimating process
- ☐ Extensive knowledge of budgeting and pricing tools, Excel, On-Screen, etc.
- ☐ Exhibit effective organizational skills
- ☐ Effective problem solver
- ☐ Effectively manage your time
- ☐ Self-motivated
- ☐ Be a good communicator in writing and in person
- ☐ Maintain composure and mutual respect in the face of adversity

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