



## PRECONSTRUCTION DIRECTOR JOB DESCRIPTION

### ABOUT COMMUNITY BUILDERS NJ, INC.:

Community Builders NJ, Inc. is a construction management firm dedicated to meeting the needs of a modern workforce and clientele through modern day approaches to solving complex issues untethered to outdated approaches. We are dedicated to our community, our teammates, our clients, and our industry partners based upon our values of Forthrightness, Authenticity, Momentum & Efficiency, Conviction, and Excellence.

At the heart of every structure we build lies a commitment to our teammates, clients, partners, and community. Our method is founded on both creative problem solving and a pledge to client satisfaction. It integrates transparent systems and disciplined processes resulting in a record of predictably delivering exceptional results. Our method is what makes us the builders of choice for those who seek excellence in construction and partners dedicated to creating lasting value for the clients and communities we serve.

Bringing on a teammate for us is bringing on a partner. It is a commitment not common in today's world. We are selfless and direct and expect the same. We do what it takes to deliver on our commitments and seek those who have the grit, tenacity, and adaptiveness to deliver together with locked arms. We seek not only technically intelligent teammates, but also emotionally intelligent and flexible professionals who place more value on the team, the mission, and the relationships than on their own personal achievements. We seek those who are motivated by upholding legacies of excellence and passing them forward. We are seeking those who want to become their professional best while surrounded by others who are doing the same.

### JOB SUMMARY:

Community Builders NJ, Inc. is seeking a Preconstruction Director who thinks comprehensively and acts decisively culminating in a superior capacity for execution relating to budget, schedule, quality, logistics, and safety. The Preconstruction Director coordinates closely with the Project Executive and reports to the Managing Partner.

You will develop, lead, and manage the preconstruction and estimating team for the company. You will provide the preconstruction services to clients from the time Community Builders is pursuing, awarded, or hired for a project until the GMP is signed, and construction starts. You will develop, implement, and maintain preconstruction best practices and standards for the company.

### DUTIES & RESPONSIBILITIES:

- Development and leadership of the preconstruction and estimating team.
- Regularly monitor success, efficiency and accuracy of the department's budgets, bids and GMP's. Review and implement strategies to sustain efficiencies and accuracy of department work.
- Evaluate risk on projects when department is preparing bids or GMPs and ensure pricing is developed in a way to ensure costs are covered and the project can be profitable.



- Develop, review, and implement pricing strategies with the input of business development and operations.
- Coordinate preparations of bids and GMPs with operations and ensure that proper operational input is provided with general conditions, logistics and planning of the projects.
- Work with MEP & BIM outsourced services where and when necessary to develop well developed pricing as it relates to accurate planning and building of the project.
- Prepare conceptual, schematic, design development and GMP estimates to support preconstruction activities and clients.
- Maintain and adjust to Owner's budget as required to maintain project budget.
- Monitor design scope for changes affecting budget and/or schedule; identify cause, advise client for client decision.
- Keep client fully informed of preconstruction progress on the project and of any significant technical problems/solutions and their effect on design and/or costs.
- Identify and promote solution to any problem, which might impede progress of the project or adversely affect client and architect relations.
- Lead value engineering and value enhancement efforts to serve our clients including development of items and lists, compilation of ideas and presentation of information to the client.
- Prepare and or oversee the preparation of all materials presented to the owner, architect or engineer on a project.
- Lead and perform constructability reviews of all projects.
- Demonstrates the values that distinguish Community Builders in the marketplace.
- Responsible for client satisfaction, team engagement, and profitability of the project based on well defined, predetermined metrics and routine evaluations.
- Proficient in leading, managing, and holding accountable upstream, internal, and downstream teams and teammates.
- Actively uphold and build upon existing client, trade partner, vendor, and community relationships.
- Initiative and involvement in volunteer community projects and non-profits.

#### **REQUIRED SKILLS, ABILITIES, & CHARACTER ATTRIBUTES:**

- Solid understanding of construction estimating, law, accounting, all design disciplines (i.e. civil, structural, architectural, MEPS, ID), municipal and state permitting and regulations, safety regulations, cost estimating, CPM scheduling, and process analytics.
- Compelling influencer, communicator, and leader in group and individual settings and in both spoken and written communications.
- Commanding presence. Equal effectiveness in ability to both think strategically and execute tactically.
- Grit, tenacity, and fortitude. Knows how to bring levity to tense situations.
- Ability to think fast and slow depending on the criticality of the situation and estimated time available for resolution
- Thinks and acts strategically, tactically, and w/in networks simultaneously.
- Distills complex situations into categories and salient points for articulate, simple, and comprehensive conveyance to the appropriate audience(s).



### **EDUCATION & QUALIFICATIONS:**

- Minimum of ten (10) years of construction estimating experience with increasing responsibility.
- Compelling history of overcoming overwhelming obstacles to deliver expected results. Industry referrals of influence able to validate history.
- Sizeable and formative “failures” which translated into later successes via a vi endurance and fortitude.
- Analytical ability developed through extensive reading, research, and exploration of academic topics, be they self-guided or through a formal degree program.
- Broad ranging curiosity and inquisitive nature.

### **SCREENING REQUIREMENTS:**

As part of your employment with Community Builders NJ, Inc. an initial pre-employment drug tests and criminal checks are required. There are annual, random drug tests as a

condition of employment. Community Builders NJ, Inc. prohibits employees from being under the influence of substances such as drugs or alcohol during work hours. Community Builders NJ, Inc. is dedicated to the safety of all individuals in our offices and job sites.

### **COMPENSATION PACKAGE:**

- Employee Stock Ownership Plan participation after one (1) year of continuous service
- 401k contributions
- 20 days of paid time off
- 10 paid holidays
- Health insurance to include medical, dental, and vision
- Optional short- and long-term disability insurances

### **Community Builders NJ, Inc. is an Equal Opportunity Employer**

Community Builders NJ, Inc. is committed to fostering a diverse and inclusive culture where everyone can excel. We take great care to ensure that our hiring practices are inclusive and meet Equal Employment Opportunity standards. Individuals looking for employment at Community Builders NJ, Inc. are considered without regard to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other protected characteristics.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. This job description does not constitute a contract of employment and Community Builders NJ, Inc. may exercise its employment at-will rights at any time.

## Professional Profile Description:

Seasoned pre-construction project management professional with a BA of Architecture (NY State Architectural Licensure Candidate), extensive tectonic fluency, well developed construction field knowledge, and +15-year honed market-cognizant construction cost awareness. Adept at extremely detailed, highly articulate, and visionary conceptual level budgeting to establish sound and reliable financial project cost parameters and building value-add strategies. Have acted in the Preconstruction Project Executive capacity from early project planning, through design development, to construction documentation, ITB, and sub-contractor procurement while providing periodic responsive budget updates, client reporting, and design input to ensure project cost.

## Professional Experience:

2019 - Present

**HRP Construction; LLC | Hornrock Properties**  
**Director of Planning and Preconstruction**

New Jersey

- Acting director of planning and preconstruction for a privately held third-party construction entity of an integrated real-estate development group with a portfolio of projects across 3 verticals of construction in excess of 280MM.
- Develop preliminary site plans and feasible programmatic architectural solutions (yield studies) to prospective development opportunities based upon coordination with financial parameters of owner proformas, and site limitations; logistically, tectonically, and legally. Create comprehensive corresponding project budgets to facilitate risk mitigated acquisitions of land assets slated for development.
  - Responsible for soliciting, vetting, leveling, **purchasing**, and coordinating all engineering consultants and design professionals to develop cost compliant, tectonically feasible site interventions.
- Engage respective municipalities and Authorities Having Jurisdiction to assist in the acquisition of negotiated developer's agreements, tax-abatement programs, and all project approvals from initial site plan review through to issuance of certificate of occupancy for all projects.
- Responsible for design development oversight and preconstruction scheduling inclusive of tectonic feasibility reviews, construction cost guidance, coordination with owner branding and marketing goals, and administration of all sub-contractor project agreements, bid submissions, and project purchasing.
- Responsible for entire Bidding and **Purchasing** Process from early engagement of qualified subcontractor bid listing, extraordinarily detailed subcontractor work scope development, bid solicitation and leveling, inert value-engineering, cost negotiation and purchasing, subcontractor agreement issuance, subcontract term-calibration, and Delivery Team turnover.

2013-2018

**Hollister Construction Services; LLC**  
**Senior Estimator | Preconstruction Project Manager**

New Jersey | NYC

- Have initiated and managed 'Invitations to Bid' for all manner of construction projects across 7 verticals of building typologies with final single-project costs up to \$84MM. Solicited, accepted, and leveled (to tremendous depth of understanding) volumes of sub-contractor bids to establish and present a risk-mitigated Project GMP Proposals with a fully comprehensive, legally and tectonically cognizant Proposal Qualifications and Exclusions Document.
- Adept at extremely detailed, highly articulate, and visionary conceptual level budgeting to establish sound and reliable financial project cost parameters. Have acted in the Senior CM capacity from early project planning, through design development, to construction documentation, ITB, and sub-contractor procurement while providing periodic responsive budget updates, client reporting, and design input to ensure project cost.
- Adept at identifying, communicating, and aiding in the implementation of value engineering strategies through all phases of design and construction. Value engineering strategies have included a proven spectrum ranging from sophisticated purchasing methods, alternate product sourcing and logistics (both domestic and abroad), phasing strategies, design input, and alternate means and methods implementation from earthwork strategies and foundations, through to post-construction building maintenance considerations.
- Strong conceptual tectonic vision and field experience at all phases of construction have added value to the preconstruction department and resulted in the growth and development of an open-book CM Preconstruction service set. (AIA 133 Implementation) – Unique skill set in all phases of planning and pricing have contributed to a highly profitable customer service niche whose generated income eliminated departmental overhead burden for lump sum bidding works.
- Developed an intimate familiarity with area vendors/suppliers and have aided in the cultivation of relationships with a sub-contractor | supplier base of over 750 vendors in the NYC/NJ market.

• Acted as senior team leader for preconstruction project delivery units, directly managing the coordination, and work product of mid-level and junior level preconstruction professionals in an environment characterized by consistent high-volume delivery of proposal packages, budget analyses, RFP review, sub-contractor solicitations, and client follow-up. (Participated in HCS Coaching Program to cultivate fellow professionals.)

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2009-2012

**Marpat Construction Corp | E&S Building Services**  
**Project Manager | Lead Estimator | Shop Drawing Production | Construction Detailer**

NYC

- Attended pre-bid construction meetings and performed work-site inspections to create comprehensive construction project cost estimates. Reviewed contract documents and related architectural drawings to determine work scope, CPM - progress scheduling, and sub-contractor phasing. Was responsible for the preparation, and disclosure of project submittal packages, material samples, and MSDS information for owner/Engineer approval. (Project Cost Range: \$750,000 to \$6,600,000)
- Presented company profile, works history, and project planning during pre-award interviews with public entities and private owners to directly promote and illustrate company eligibility for specific projects.
- Monitored all project progress from Initial Job Meetings, through closeout documentation. Was responsible for builder materials accountability, project budget adherence, proper tectonic execution, and the fulfillment of various specific contract requirements. Oversaw inspections and acted as main point of contact for EIC's, project architects, site foremen, as well as product manufacturer's representatives.
- Prepare periodic AIA payment requisition forms based upon on-site observation of jobs in progress. In addition, was responsible for documenting and billing for all project change orders encountered on-site.

**Public Clientele Includes:** New York State **OGS, DPR, DASNY, SUCF, DHS, NYPD BMS, Port Authority.**

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2008-2009

**Ascher Davis Architects; LLP**  
**Project Architect | Contract Administrator | Construction Detailer**  
(PROFESSIONAL WORKS PORTFOLIO AVAILABLE UPON REQUEST)

NYC

- Attended initial client meetings in the development of new project requirements and aided in the development of architectural programming statements. Was responsible for developing preliminary schematic designs into code-compliant architectural programs.
- Directly responsible for the coordination and thoughtful composition of conceptually responsive, **comprehensive construction drawing sets**, all required construction detailing, finish scheduling, and the thoughtful incorporation of unique building products and materials into the project package.
- Collaborated with mechanical and structural engineers as the project architect in lead discipline to assess, control, and incorporate all structural and mechanical building requirements, in accordance with the programmatic and aesthetic success of the original design intentions. Was responsible for composing project manuals and project specification booklets which outlined working methods and material use, as well as individual alteration agreements.
- Acting as project architect for residential projects during construction phase, I attended weekly progress meetings, addressed tectonic dilemmas encountered in the field, contractor scheduling, submittal review and shop drawing adherence, change-order issuance and execution, and contractor adherence to project specification manual.
- Coordinated with outside expeditors to procure New York City building permits for residential projects.

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2006-2008

**Maximus I Contracting Corp.**  
**Project Manager | Estimator**

NYC

- Attended pre-bid construction meetings and performed work-site inspections to create comprehensive construction project estimates and trade work scopes/take-offs. Reviewed contract documents and related architectural drawings to determine work scope, progress schedules, materials usage, phasing, and strategy of execution.
- Facilitated all contract required construction administrative tasks related to project delivery and coordinated EIC approval of the same; included submittal logs, project schedules, schedules of value, change order proposals and close-out documentation.
- Surveyed for and prepared shop drawings, "as-built" drawings, staging area plans, construction document sets, plumbing riser diagrams, rebar shop drawings, and job specific Health and Safety Plans.
- Prepared periodic AIA payment requisition forms based upon on-site observation of jobs in progress, "pencil copy" negotiation, and project daily logs and continuous quantitative work analysis.

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2003-2006

**Dun Na NGall Design Build**  
**Sole Proprietor**  
(PORTFOLIO OF PROJECTS COMPLETED AVAILABLE UPON REQUEST)

Philadelphia, PA

- As a business owner, I was involved in ALL phases of custom **residential/commercial** remodel projects ranging in scope from furniture installations, to 1,100 SF additions, to 4,000 SF remodels, ranging in price from \$10,000 to \$270,000.

- Responsible for entire project development from initial client contact through contract negotiation and conceptual and architectural design, presenting proposals for zoning variances at various municipalities, expediting construction permits, producing job estimates, hiring qualified sub-contractors, building a majority of the project with various hired laborers, scheduling rough and final work inspections.
  - Produced building surveys, presentation panels for development proposals, construction documents and various design services for repeat professional affiliates and private homeowners.
- Professional Affiliates and Clients Include:** Metro Design and Construction, **SFC** (Singer Financial Corporation), Larry Anderson (Philadelphia Phillies Alumnus), David Ansill: Philadelphia Restaurateur, Avram Hornik: Philadelphia Restaurateur, **P<sup>3</sup>** (Philadelphia Property Partners), B the B Construction, Atlantic States Distributing Corporation, **PHAG** (Phila Home And Garden)
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### Professional Certifications and Aptitudes:

- Procore Fundamentals Construction Management Software Certification Recipient:
- MS Project – CPM Construction Scheduling
- BIM Certification - Revit Professional Level I, II, & III (NYU) – Completed 2016
- **NCARB Architectural Registration Candidate for Architectural Licensure:**
  - ARE 5.0 - Testing Jurisdiction: New York State:
  - Exams Passed: (6 out of 6)
  - IDP Hours Registered: +6,000
- AutoCAD Revit; 2021:
- AutoCAD (Autodesk); 2024:
- OST (On-Screen Take-Off) Software
- Natural Public Speaking Ability

### Education:

1997-2003

**Temple University**  
**BA – Architecture**  
*Cum GPA-3.2*

Philadelphia, PA

- Dean's Honor List – Fall 97 | Spring 98 | Fall and Spring 01 | Fall and Spring 02 | Fall and Spring 03
  - Thesis Prize – “Best of Show” Nominee and Finalist | Thesis Prize – “Best of Thesis” Nominee, *Spring 2003*
  - SOM Fellowship Nominee, *Spring 2003*
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2001-2002

**Temple University**  
**Fine Arts and Architecture**

Rome, Italy

- Dean's Honor List, Spring 2002
- Dean's Rome Scholarship Award Recipient, Fall 2001. (*~Award predicated upon enormous writing talent.*)