



**TRINITY**  
COMMERCIAL CONSTRUCTION

## Director of Preconstruction & Estimating Role Profile

### Company / Firm Description

At Trinity Commercial Construction, we strive to be the most admired and sought-after company culture in Texas. We know that is a big and audacious goal and that's one reason why we like it. We are achieving this by living our core values. Our core values are our constitution. They are the principles shared by everyone in our company. These values drive our culture and priorities while providing a framework in which all decisions are made. The Core Values are the foundation on which the company is built.

#### Authentic

Trust and accountability through open honest relationships

#### People

Putting people first by providing a supportive environment to connect and develop

#### Spirited

Driven to positive outcomes through ambition and being proactive

#### Fearless

Courageous, confident and always setting the next standard

#### Stewardship

Providing for those in the communities where we do business

### Title

Director of Preconstruction & Estimating

### General Role Description

The Director of Preconstruction & Estimating has a seat on the Leadership Team and is accountable for enthusiastically raising the bar for all Preconstruction & Estimating related initiatives in the company. This will include a thorough understanding of how the Trinity Commercial Construction Preconstruction & Estimating effort is currently executed then embracing change through exploration and experimentation regarding what Preconstruction & Estimating could be. The Director of Preconstruction & Estimating strives for continuous improvement and innovation while maintaining high levels of expectations for performance. This position drives innovation and process improvement resulting in increased efficiency, productivity, and profitability. This role encourages and actively demonstrates

collaboration across the organization showing the ability to get work done effectively with others while positively impacting the customer and other stakeholders. This individual has a passion for continuous improvement, a strong sense of accountability and the ability to partner with the Leadership Team to optimize the growth potential and profitability of the company. The Director of Preconstruction & Estimating must aim to maximize the organization's growth and profitability while leading and overseeing all Preconstruction & Estimating. This leadership position must be able to measure progress and adjust the processes accordingly to ensure operational excellence. This position will work with direct reports to meet their goals and is responsible for their development. It is essential that the individual possess excellent listening and people skills to foster cooperation with teams and develop people through coaching, mentoring and effective use of training resources to assure a ready talent pool to fulfill staffing and succession planning needs. This includes working with the company to attract and keep top talent.

The Director of Preconstruction & Estimating reports to the President / CEO and has direct supervisory responsibilities over Sr. Estimators and Estimating Coordinators.

### High Level Key Responsibilities

#### Strategy

- Drive the culture on the foundation of the core values
- Participate in strategic planning
- Assist in the implementation of the strategic plan
- Provide strategic leadership for the organization

#### Business Development

- Lead the effort of fostering Business Development & Marketing within the culture
- Participate in a weekly BD & Marketing Meeting
- Understand the use of Customer Relationship Management (CRM) software program
- Participate in the Market Share Process – focused on market segments / new customers / new business
- Lead Preconstruction & Estimating to execute the Customer Share Process – focused on existing customers / growing existing business
- Lead / participate in Project Pursuit Approaches
- Contribute project specific content to RFPs
- Lead / participate in the project interview process

#### Preconstruction & Estimating Development

- Profound sense of responsibility for the overall success of the company
- Have a vision and direction for Preconstruction & Estimating
- Preserve an environment that encourages client satisfaction and recurring business opportunities
- Oversee approved processes
- Drive continuous improvement
- Mentor and develop others into Preconstruction & Estimating
- Participate in the development and updating of Roles Profiles
- Assess desire & skill sets of people in preconstruction and estimating

- Develop, implement, and oversee the Preconstruction & Estimating structure
- Review industry compensation
- Facilitate an effective Review Process for Preconstruction & Estimating staff
- Assist in establishing a Leadership Development Program for certain individuals
- Development of Personal Development Plans
- Assist in the development of training / developing / coaching & mentoring programs
- Provide input on compensation programs
- Conduct Employee Surveys
- Provide input on Retention Program
- Work with the Leadership Team to recruit, interview, hire & on-board staff

### **Preconstruction & Estimating**

- Cultivate Owner, Architect, Subcontractor and Vendor relations
- Schedule and assign work
- Facilitate & guide value-engineering process
- Oversee all aspects of conceptual design-development through construction documents
- Oversee constructability and feasibility studies under the appropriate contract structures
- Create budget models and provide preliminary schedules that may be required prior to contracting with customers
- Review costs and general information on all preliminary estimates to ensure accuracy and completeness including subcontractor coverage, contract document errors and omissions, competition, inherent risk and rewards, and general conditions
- Qualification of subcontractor's capability to perform work, prior performance, financial strength, reputation, responsiveness, references and bonding
- Review for quality, accuracy, and appropriate subcontractor participation
- Assist staff in understanding aspects of project (means, methods, logistics, resources)
- Schedule and lead comprehensive Post-bid reviews
- Implement modifications to estimating cost data from ongoing job reporting and post-job reviews
- Oversee handover to Operations

### **Finance / Risk Management**

- Provide leadership to preconstruction teams in analyzing and managing financial risk and opportunity - implement risk mitigation plan as appropriate
- Understand all contractual obligations
- Understand all insurance requirements
- Understand all minority participation requirements
- Review all general conditions estimates, major self-performed work activities and budget clarifications / qualifications with Operations prior to bid or proposal

### **External Leadership / Community**

- Develop an "Inner Circle"
- Have appropriate external relations
- Be a leader in industry associations
- Represent the organization regarding civic and professional association responsibilities and activities in the local community and the state
- Assure that the organization is consistently presented in a strong, positive image to relevant stakeholders

- Drive Corporate Social Responsibility (CSR) programs

### Requirements

- 4-year degree preferably in construction management/science or engineering discipline
- Minimum of 10 years in commercial construction preconstruction & estimating
- Proficient with online plan room and ITB software systems
- Proficient with plan takeoff software
- Proficient with critical path scheduling

### Compensation

- Equity Program
- Base Salary
- Bonus
- Health Insurance
- Dental/Vision insurance
- Vehicle Allowance
- Phone Allowance