



**Job Title:** Pre-Construction & Estimating Manager  
**Department:** Estimating  
**FLSA Status:** Exempt  
**Reports To:** Regional Manager – Evansville  
**Effective Date:** 01/12/2023

**Job Summary:**

The Evansville Pre-Construction & Estimating Manager is responsible for working closely with clients, collaborating with our internal teams, and overseeing the pre-construction and estimating activities for all Evansville projects. This individual will utilize their collaborative nature and strong understanding of construction means and methods to ensure their successful collaboration with the project teams and to manage all aspects of the pre-construction process.

**Supervisory Responsibilities:**

- None currently, but if the department grows in the future, this position will oversee other Estimators in Evansville

**Duties/Responsibilities:**

- Estimate a variety of project types including, but not limited to, Healthcare, Industrial, K-12, Municipal, Higher Education, etc.
- Prepare estimates in the design-build, hard-bid, and Construction Management delivery methods
- Prepare detailed and accurate estimates at program, schematic, design development, and construction document level of design
- Lead and prepare bid preparation for hard-bid projects
- Develop material take-offs and labor/equipment pricing for self-performed work
- Review and validate subcontractor bids and proposed schedules
- Assist with developing a project schedule
- Present estimates to management and clients
- Prepare cost studies, trend estimates, and life-cycle cost estimates
- Obtain bids and quotations from vendors and subcontractors, identifying qualified subcontractors and negotiating final pricing
- Resolve cost discrepancies by collecting and analyzing information
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Prepare and prioritize work to be accomplished by gathering information and requirements
- Other duties as assigned by company management



### **Required Skills/Abilities**

- Advanced understanding of construction means and methods, scheduling, cost accounting and project estimating
- Ability to breakdown construction operations into a logical sequence of activities
- Strong computer skills including Microsoft Office (Word, Excel, and Project), Procore and estimating software
- Ability to manage multiple concurrent projects while continuing to meet project deadlines
- Exceptional problem-solving, analytical, organizational and time management skills
- Team-player who has the desire to take on a leadership role
- Excellent verbal and written communication abilities
- Attention to detail and ability to recognize discrepancies and provide customer service to variety of personnel in multiple divisions
- Ability to negotiate and gain buyout with vendors and contractors.
- Excellent presentation skills

### **Education and Experience:**

- Bachelor's degree in construction management or related field of study or equivalent field experience
- 6 years of progressive experience in an estimating / preconstruction role
- Cost-OS Estimating Software and Procore Software knowledge preferred, but not required

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may perform other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands; and verbal communication. The employee frequently uses a computer keyboard and monitor. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The employee is regularly required to be mobile, and the employee occasionally travels both short and long distances via a variety of conveyances. The employee occasionally performs work on-site at construction work sites, office locations, and/or off-site venues. Performing this job will sometimes require the employee to walk work sites that do not have infrastructure, this includes walking on uneven surfaces, through mud, through ruts, etc. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.*

**Company EEO Statement:** Garmong Construction Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We offer competitive wages and benefits, including medical, dental, vision, life insurance, long term disability, paid time off, 401k with company match, and much more.

***SUBMIT RESUMES*** to the HR Department at [hr@garmong.net](mailto:hr@garmong.net). Include Pre-Construction & Estimating Manager in the subject line.

Founded in 1923, and guided by 4th generation leadership, Garmong specializes in the construction management and design-build delivery systems for both public and private sector clients. With offices in Indianapolis, Terre Haute, and Evansville Indiana, Garmong is one of Indiana's premier, negotiated-work, fast-track, commercial-industrial contractors.

Garmong has twice, in the past four years, been recognized as one of the fastest growing private companies in the Indianapolis area by the Indianapolis Business Journal and has been a General Contractor of the Year nominee for four consecutive years through the Indiana Subcontractors Association. Additionally, over the past decade, Indiana University has recognized a Garmong company on four separate occasions with the Kelley School of Business Top 100 Growth Award, Garmong was presented with the 2008 Governor's Half Century Award for longevity and community service and was recognized as a finalist in the Indiana Companies to Watch program presented by the Indiana Economic Development Corporation, its Small Business Development Centers and Purdue University. For all other things Garmong, please check out our website: [www.garmong.net](http://www.garmong.net)