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PIONEERING. HONORABLE. PROFESSIONAL.

Preconstruction Director

Location: Charlottesville, Virginia

<http://cvillechamber.com/about-cville/>

Are you an innovative leader who is dedicated to learning, teaching and mentorship? Are you a critical thinker with a thoughtful and productive approach to communication? Would you like to be part of a dynamic team? Our family of companies' is dedicated to the whole life cycle of a building and support our client's vision by constructing buildings that enhance our community. Our team members are ***Pioneering. Honorable. Professional.*** You will experience a forward-looking, *Safety for Life* culture which recognizes the whole person and supports your success.

We offer a competitive salary and a comprehensive benefits package including:

❖ **Medical, Dental, Vision and Life Insurance** ❖ **Short Term Disability** ❖ **Company 401(k) Plan** ❖
Paid Time Off ❖ **Holidays** ❖ **Education & Training Opportunities** ❖

As a Preconstruction Director for Lee Building Company, you will:

- Lead all aspects of the preconstruction process for any delivery method including design-build, design-assist, CM at risk, or hard bid; responsible for all preconstruction deliverables.
- Mentor the preconstruction team and set the standard for performance and attitude.
- Establish, manage, and improve preconstruction department policies and procedures.
- Manage all types and sizes of projects from RFP to GMP.
- Assemble the budget at any level – OOM, conceptual, schematic, DD.
- Coordinate with the operations team to ensure seamless development of projects.
- Collaborate with the company president and business development team on overall strategic planning efforts and participate in company business development meetings.
- Build positive relationships with our clients/owners, design professionals, vendors and subcontractors through collaboration and proactive communication.
- Represent our company at showcases, seminars, interviews and in the community.
- Leverage technology systems to provide a unique client experience, increasing client knowledge, improving communication, and increasing efficiencies.
- Have a sound knowledge of safety requirements for all projects and support safety initiatives and expectations from preconstruction onward.

Job Requirements

- Bachelor’s or master’s degree in Engineering, Architecture or Construction Management.
- Minimum of 12 years preconstruction experience.
- Extensive experience on preconstruction for projects ranging from \$500,000 to \$50 million.
- Proven leadership qualities: integrity, accountability, empathy, humility, resilience, positivity, and confidence.
- Demonstrate a learning, teaching and mentorship orientation.
- Possesses strong and consistent communication and delegation skills, including emotional awareness, active listening, respectful language, constructive feedback.
- Ability to think critically and provide thoughtful discussion.
- Proficient with Microsoft Office 365 and Microsoft Project, and experience or ability to learn industry specific tools such as Procore and BIM. Ability to achieve proficiency with new technology solutions.
- Ability to maintain a positive attitude, professional demeanor and perform well under project constraints and deadlines.
- Ability to retain flexibility, while still providing consistency.
- Commitment to high ethical standards and sound business practices, upholding the core values of “*Pioneering. Honorable. Professional.*” in their personal presentation, leadership, communications, and actions.
- Demonstrate a strong safety focus; belief that the safety and health of all employees is not just about compliance, but about ensuring that everyone makes it home safely every day. Has knowledge to identify and anticipate safety hazards in the proposed scope of work and ensure that subcontractors are aligned with our *Safety for Life* culture.

Lee Construction Group is an equal opportunity employer. Lee Construction Group does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran, or disability status.