



PERFORMANCE THE RIGHT WAY
IS OUR ONLY AGENDA

Job Description

Job Title: Preconstruction Specialist

Reports to: Director of Preconstruction

Focus Areas: Higher education, K-12, Hospitals, Hotels, Government, Institutional Campuses or Facilities.

Principal Duties and Responsibilities:

1. The Preconstruction Specialist plays a key role in assisting the Director of Preconstruction with project scope definition, owner and design team relations, estimating, schedule assessment, budget tracking, and trade partner interaction.
2. A successful candidate for this position has the knowledge and skill set necessary to work with customers, architects, engineers as well as internal stakeholders to provide solutions and action plans that best fulfill the needs and requirements of the projects at hand while being mindful of the budget.
3. This critical role focuses on utilizing the highest levels of technology, construction knowledge and standards to increase the efficiency and reduce cost throughout the preconstruction phase.

Job Responsibilities

1. Review preliminary narratives and drawings for conformance with project requirements and budget.
2. Represent the company at preconstruction meetings and conference calls.
3. Assist in reviewing the requirements of governmental agencies having jurisdiction.
4. Assist in the preparation of budget cost estimates based on preliminary narratives and plans.
5. Conduct value engineering analysis including cost, construction feasibility, and schedule impact.
6. Assist in defining scope for vendors and subcontractors to provide budgetary pricing.
7. Work with engineers to analyze potential solutions to ensure they meet the owner's needs while staying within the project budget.
8. Requires management of multiple projects concurrently in different stages of development.

Knowledge, Skills and Abilities

- Bachelor's degree in construction management, engineering OR equivalent combination of education training and experience
- Minimum of 5 years of combined experience in mechanical construction management, estimating or design



- Previous experience with the pre-construction phases of the building process for mechanical contractor or engineer
- Conceptual estimating experience a plus
- Strong time management and organizational skills are required
- The candidate must demonstrate excellent interpersonal, writing, communications and leadership skills
- Must have the ability to plan, organize, coordinate, and schedule multiple tasks with general management direction. Adjust to changing priorities, identify and manage resolution to complex issues.

Gallo Mechanical is recognized as a leader in mechanical contracting in the Gulf South. The Company has participated as a subcontractor and prime contractor in many of the most complicated and sizable projects in Louisiana. Currently, Gallo's territory of operations extend from west Louisiana to Florida's panhandle while servicing hospitality, medical, education, and military facilities throughout the region.