

## Director, Pre-Construction

Klondike Contracting is a Vancouver-based, award-winning, Design Build General Contracting firm. Our dynamic team of professionals prides itself on delivering exceptional results for our commercial and residential clients. Year over year we continue to grow because we provide quality work to our discerning clients.

When building our team, we look to hire people who understand the industry, pride themselves on delivery a quality service and are self motivated to get the work done in a professional & timely manner. Currently, we are looking to strengthen our team with a **Director, Pre-Construction**.

As a prospective candidate, do you:

- Enjoy leading & managing staff and ensuring that process is followed?
- Have a passion for learning, teaching and mentoring?
- Possess strong technical, industry & estimating knowledge and experience?
- Enjoy solving complex problems and challenges?
- Communicate openly, honestly and proactively?
- Have confidence in your ability and strong people skills?
- Take charge and do what it takes to get the job done?
- Honor your word and meet deadlines and commitments?
- Effective management skills (People, Process & Metrics)
- Ability & burning desire to win competitive tenders

Klondike Contracting is seeking a full-time **Director, Pre-Construction** to join our growing team in Vancouver. As a member of the Senior Management Team, you will be responsible for managing and overseeing all pre-construction services (Design, Permitting & Tendering). The **Director, Pre-Construction** is responsible for leading, managing and developing strong pre-construction teams through mentorship, training and development.

The ideal candidate will be a strong communicator and collaborator with a solid background in estimating commercial interior construction projects (i.e. high-end retail, restaurant & office).

### Job Responsibilities

Responsibilities include, but are not limited to:

#### Leadership & Team Development

- Recruit, manage, mentor and develop team members
- Lead and manage the pre-construction processes
- Participate in business development & growth opportunities

Directing and overseeing the following:

#### Pre-Construction Management

- Coordinate design and engineering drawing packages (From IFP to IFBP to IFT to IFC)
- Ensure consultants submit plans to the city for building permit application on schedule

- Review, audit & approve electronic takeoffs and budgets prior to submission
- Manage the 3<sup>rd</sup> party design build consultancy team and in-house tendering processes
- Collaborate and consult with the Director, Construction to ensure office & field coordination
- Prepare & maintain detailed pre-construction and construction schedules (MS Project)
- Draft pre-construction and construction proposals and agreements (CCDC-5B & CCDC-2)
- Review project progress with Project Management on a weekly basis
- Participate & co-chair weekly production meetings

### Required Experience & Skills

- 10+ Years of experience in design build, estimating & project management
- Strong client and stakeholder engagement and collaboration skills
- Strong and proven estimation skills (including electronic takeoffs)
- Strong leadership, mentoring, training and management skills
- Strong knowledge of all aspects of commercial interior construction
- Strong knowledge and ability to read and understand architectural & engineering plans
- Strong knowledge of current provincial & municipal building codes
- Intermediate skills in MS Project and Office (Word, Excel and Outlook)
- Comfortable using digital take-off software & project management software
- Strong analytical skills and construction detailing practices
- Excellent verbal and written communication skills
- Ability to successfully manage small and large budgets
- Strong work ethic, highly motivated and enjoys a challenge
- Willing and able to learn new skills and concepts quickly
- Confident, open, positive, assertive & outgoing personality
- Able to prioritize and be flexible, while maintaining efficiency
- Thrives in a fast-paced environment and dynamic work environment
- A self motivated and proactive attitude
- Must be legally able to work in Canada