

SEAS Preconstruction Assistant

Job Description and Responsibilities Include:

In addition to the core focus items described below, our Preconstruction assistants are expected to be proficient in reading and understanding architectural drawings. We are also committed to assisting you while you work to master the following skills that will be critical to your long-term success.

- Reading & understanding architectural drawings & shop drawings
- Understanding of all the products and manufacturers represented by SEAS
- Learning how to work through issues and how to coordinate with others in the office.
- Learning all the vendors and suppliers

Managing New Project Leads:

Lead Management: Overseeing and managing incoming project leads, tracking their progress, and ensuring timely follow-ups.

Lead Qualification: Evaluating the scope, complexity, and potential value of new project leads to determine whether they align with the company's capabilities and strategic objectives.

Coordination with Sales Team: Collaborating with the sales or business development team to review and qualify leads before initiating the proposal process.

Onscreen Take-offs and Scope Identification:

Scope Review and Take-offs: Conducting detailed onscreen take-offs using software (e.g., Stack, Bluebeam) to identify and quantify the required scope of work for each lead.

Scope Breakdown: Breaking down identified scopes into manageable units for estimating and proposal generation. Ensuring that each scope is fully detailed and aligned with the project's objectives and requirements.

Plans and Design Review: Reviewing architectural plans, renderings, and specifications to ensure accurate scope identification and to anticipate potential challenges during construction.

Proposal Development and Collaboration:

Proposal Creation: Working closely with the Estimating Project Manager to develop comprehensive proposals for new projects.

Bid Package Preparation: Preparing bid packages for contractors, incorporating the identified scope, project specifications, and requirements.

Documentation and Submittal Management:

Submittal Management: Overseeing and managing all project-related submittals, ensuring they are correctly documented, tracked, and delivered to the appropriate stakeholders (project managers, subcontractors, and clients).

Shop Drawings and Samples: Coordinating the transmittal of shop drawings, color samples, and

material selections. Ensuring timely review and approval from the project management team and customers.

Transmittal Creation: Preparing and issuing formal transmittals for all documentation being sent to customers, ensuring the correct format, distribution, and tracking of documents.

Document Distribution: Coordinating the distribution of project documents, ensuring that all customers receive the necessary documentation on time.

Vendor Samples and Brochures Management: Overseeing the collection, tracking, and distribution of color samples, material samples, and vendor brochures. Ensuring these samples are organized and readily available for the project team to review, approve, or reference during design and construction decisions.

Coordination with Vendors: Managing communications with vendors to obtain, verify, and track the delivery of all samples and product documentation necessary for the project. Ensuring that all samples and brochures align with the design specifications and project requirements.

Maintenance and Warranty Documents: Ensuring that warranty information, maintenance manuals, and as-built drawings are accurately compiled, organized, and submitted to the project management team for final client handover.

Communication and Coordination with Project Teams:

Collaborating with PM Team: Acting as a liaison between the Preconstruction team and the Contract Operations Team (including Senior Project Managers, Project Managers, and Assistant Project Managers) to ensure that all project-related documents and submittals are aligned with the operational team's requirements.

Documentation Handoff: Ensuring smooth handoff of all relevant preconstruction documentation to the project management team, ensuring they have all necessary information to move forward with the project.

Addressing Clarifications: Responding to questions or clarifications from the project management team regarding the scope or documentation related to the project.

Please let me know if you have any questions or concerns.

Thank you!

Martin W. Hovis
Contract Operations

Signature

Date

