



United Building Contractors, Inc.

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 Chico, California 95927 Lic. 679303

Job Title	Preconstruction and Bidding Coordinator		
Department/Group	United Building Contractors General	Job Code/Location	Main Office, remotely part-time if negotiated
Starting Wage/Salary	\$18-22/hr depending on experience	Hours Required	32+ hours required a week
Description	<p>You are mainly responsible for all preconstruction and bidding coordination. You help win winning work and may also attend initial interviews and meetings with owners, architects, engineers and trade partners. You will not be required to do any bidding or estimating but all of the preliminary steps required to bid a project or submit a qualification package will be done, including bid invites and advertising. Submitting prequals or SOQ's can include updating staff resumes, creating new spreadsheets or graphs, binding your work and delivering or mailing so it is turned in before the deadline. You must be detail oriented and make sure to answer all questions or provide all information fully and accurately to be effective at your job. You must have good communication skills and be able to meet timelines without being reminded. You must request union participation and union market recovery before projects bid. You may also be required to turn in bids at locations ranging from Sacramento to Redding (mileage and time reimbursement provided) and attend pre-bid meetings. Coordination and tracking of pre and post project documentation including subcontractors contracts, licenses, insurance and certified payroll and project closeouts is required.</p>		
<p>Roles and Responsibilities are listed but not limited to the following:</p> <ul style="list-style-type: none"> ● Responsibility for delivering superior preconstruction and bidding coordinator ● Lead role in providing all deliverables required for SOQ/Prequal responses ● Manages all preconstruction or bidding invitations on projects with no limit on size ● Manages bid calendar, requests bid bonds and insurance needed for bids ● Prepares bid packages ● Calls contractors to establish bid pools ● Review opportunities to engage Underutilized Business Enterprises (UBE) including SBE and DVBE. ● Ensure that Trade Partners get meaningful feedback on both wins and losses when bidding ● Keep current with (technology) 'tools' to increase efficiency/proficiency ● Strategist for securing bid opportunities and SOQ's/RFP's/CUPCCA and Prequals (Win work) ● Review of draft General Conditions / General Requirements of bidding projects ● Review of prime contract to assess risk and refer to risk management team ● Preparation of preliminary project information sheets and project contract requirements ● Preparation of sub contracts, tracking their returns and receiving subcontractors start-up data ● Additional work will include skilled and trained workforce tracking, labor compliance tracking, and project documentation tracking ● Excellent presentation skills with Owners and project teams. ● Strong office software skills, including Word, Excel, PDF and email ● Ability to assess and manage risk for contracts. 			

We are a great company who has focused mainly on schools and public works projects since 2001. Construction experience is necessary. A degree in Construction Management is highly desirable. Must have experience in Word, Excel, PDF and email. Only applicants that meet the above stated requirements will be considered. Please send us a resume, cover letter and references to hr@unitedbuildingcontractors.com. Position will remain open until filled.