

PRECONSTRUCTION MANAGER

EXEMPT (Y/N): Yes

LOCATION: Corporate Office, Sacramento

HOURS: 7:00AM – 4:00PM, Monday - Friday

DEPARTMENT: Preconstruction

SALARY: \$115,000-\$160,000

SUPERVISOR: Director of Preconstruction

SUMMARY: The Preconstruction Manager's primary duty is to oversee Preconstruction activities and coordinate with Operations on all assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to those listed below. These duties describe the minimum responsibilities of this position and are subject to change to accommodate the needs of the company or a specific project.

- Lead/Assist team through RFQ/RFP phase of a project pursuit
- Develop and execute strategy to successfully deliver each assigned Project
- Responsible for all preconstruction deliverables to clients; Program/Conceptual, Schematic Design, Design Development and Construction Documents
- Oversees the preconstruction meetings and manages all Design team members
- Oversees estimates for projects at all stages and confirms accuracy of estimates produced
- Support the total estimating effort relevant to a particular bid or negotiated project
- Takes lead in preparing GMPs/brings GMPs to closure
- Helps/Directs/Reviews/Approves work of Sr Estimators / Estimators in relation to meeting deliverables on a specific project
- Drives deadlines and achieves results
- Ensures client satisfaction during preconstruction
- Develop and maintain a positive working relationship with our Operations team, clients, architects, subcontractors and suppliers
- Enforce/Support Project Execution Planning with Operations
- Coordinate site and existing building surveys to determine the scope of work
- Facilitate team decisions regarding the sequence of operations, site constraints, crew sizes, productivity factors, and project schedule
- Review plans and specifications for completeness.
- Assists with subcontractor lists and development of bid packages
- Ensures involvement of Subcontractors for pricing
- Interview and negotiate with Subcontractors during onboarding
- Analyze and compile data of external factors that can influence costs and efficiencies
- Process billings for Preconstruction phase
- Ensure smooth transition to Operations from Preconstruction to Construction phase
- Support Operations during construction
- Communicate with Existing Clients regarding future opportunities
- Develop/Train/Mentor
- Assist Estimating Department with bid days and pre-bid planning/strategies on other projects

SKILLS & EXPERIENCE

- Ability to work without supervision and to meet deadlines
- Ability to work well with others and achieve team goals
- Highly dependable with excellent organizational and time management skills
- Detail-oriented and thorough approach to managing the preconstruction phase

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of general building techniques and sequences
- Knowledge of building codes and standards
- Knowledge of the Design and Preconstruction process
- Knowledge of the individual Client's processes
- Proficient in Excel, Timberline (or equivalent), and Scheduling software applications. Experience with other Preconstruction software including AI applications is a plus.
- Must be able to maintain focus during the stress that can occur on bid day

EDUCATION and/or EXPERIENCE:

Four year degree in Construction Management or Civil Engineering (or equal work experience), and extensive experience with Estimating or Project Management of construction projects. Commercial, Public Works, K-12, Higher Education and Health Care project experience is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as plans, specifications, CPM schedules, geotechnical reports, hazmat reports, safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively in one-on-one and group situations with customers, design partners, subcontractors and Otto employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.
Ability to "read the room" and react to developing situations in real time.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.
DBIA certification or equivalent experience

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to ½ mile daily. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works on active construction jobsites, near moving mechanical parts, in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.



NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

STANDARD BENEFITS INCLUDE:

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave
- Profit sharing/incentive plan
- Continued education & industry certifications
- Wellness and team building activities

Submit your resume to Samantha Hoshida, Employee Relations, at shoshida@ottoconstruction.com

Employment placement agencies and executives need not inquire.