

## Preconstruction Manager

SHAKOPEE, MINN.

**Position description** | The Preconstruction Manager is responsible for driving preconstruction activities in partnership with the business development and project management teams, as well as leadership. Preconstruction includes providing input on design/constructability, construction costs, and schedule. This role is also responsible for creating and maintaining strong subcontractor and supplier relationships.

- Responsibilities** | **Leadership / Management**
- Evaluates initial project requirements, assists in the development of conceptual plans, and develops the overall project budget
  - Assists the design team and project manager through design development to ensure project budget is met
  - Represents the Company in interviews with potential clients by creating and presenting proposals and project considerations
  - Solicits the market for competitive bids and follows up with bidders to ensure adequate coverage
  - Develops construction schedules, including critical path for material procurement, preconstruction entitlements, and all government/permit approval requirements
  - Provides bid feedback to subcontractors and suppliers
  - Develops and maintains historical cost data, estimating processes, and forms/templates
  - Builds long lasting relationships with subcontractors and suppliers
  - Creates opportunities to build new subcontractor and supplier relationships
  - Works professionally with clients, vendors, employees, managers, and supervisors
  - Ensures successful handoff of projects to project managers
  - Participates in construction start up meetings as necessary
  - Keeps informed on current construction means, methods, procedures, lead times, and building codes
  - Understands various project delivery methods and contracts
  - Assists in the negotiation of owner contracts
  - Performs additional tasks and responsibilities as needed by the business
  - Assesses project risk and assists in appropriately managing risk for the company
- Prospecting / Business Development**
- Promotes Company through involvement in community and civic organizations that will expand network
  - Attends trade and business development functions to increase visibility and generate leads

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### **Relationship Management**

- Builds long lasting relationships with customers that are built upon trust and delivering results
- Develops and maintains strategic relationships and networks with key industry leaders, including business, corporate, government, A & E firms, and associations
- Demonstrates the ability to tactfully manage difficult situations
- Coaches, mentors, and direct others; demonstrates skills in managing people and processes

### **Technology**

- Utilize appropriate software including Procore, Bluebeam, Sage 300 CRE, Timberscan, Microsoft Excel, Microsoft Word, Microsoft Project, and Microsoft Outlook

### **Judgement & Decision Making**

- Seeks guidance and direction as necessary for performance of duties
- Demonstrates good judgment in investigating problems
- Able to apply sound judgment, critical thinking, and strategic planning skills to complex projects

### **Qualifications**

- Four (4) year degree in Construction Management or related degree
- Ten (10)+ years of applicable industry experience as a Project Manager and/or Estimator for a commercial general contractor
- Proficient in Procore, Bluebeam, Microsoft Excel, Microsoft Word, Microsoft Project, and Microsoft Outlook
- Ability to accurately interpret plans and shop drawings, land surveys, reports, and analyses
- Ability to develop accurate project budgets based on conceptual designs
- Ability to produce accurate and competitive hard bids to win projects
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines
- Able to apply sound judgment and critical thinking skills to complex projects and business challenges
- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors
- High level of motivation, integrity, and commitment to team and customers
- Strong work ethic, decisive, ambitious, with an unwavering commitment to quality and professional work

### **About Greystone**

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer a competitive benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental and vision insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

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Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota, Spirit Lake, Iowa, and Austin, Texas. We provide design-build and general construction services to the commercial, industrial and agribusiness industries.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at [www.GreystoneConstruction.com](http://www.GreystoneConstruction.com).

**How to apply** | Fill out the form: [Apply to Work at Greystone Construction \(smartsheet.com\)](#)

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