

Catalyst Construction Senior Preconstruction Manager Job Description

Catalyst Construction is seeking qualified candidates to fill the role of Senior Preconstruction Manager for commercial construction projects. Since starting in 2011, we have grown to a team of over 40 employees who enjoy working together with some amazing clients on unique and challenging projects. Culture at Catalyst is our primary focus, and our employees will attest to the fact that we have an exceptional team. In addition to the quality of our team, we offer competitive compensation and benefits including vehicle, health insurance, 401k, paid time off, paid holidays, and many other perks. Qualified candidates should submit a cover letter and resume to apply@catalystconstructs.com.

At Catalyst, our core values drive our operations. We strive for excellence in stewardship on behalf of our company and clients. We value people and seek to deliver our services in a relational manner. Candidates must exhibit humility, hunger, and team focus. We strive for high levels of client satisfaction, team health, and quality of work. The following job description explains the role of a Senior Preconstruction Manager at Catalyst.

Preconstruction Managers are responsible for the overall success of the pre-construction planning, design development, budgeting, estimating and procurement, preliminary construction scheduling, job phasing and project buyout in conjunction with the Estimating and Project Management Team(s). They must possess strong organizational and communication skills and be able to relate well with all parties involved with the development of the assigned projects. They must also be proficient at multitasking and critical path task prioritization as their workload fluctuates and changes.

Catalyst has high expectations for employee professionalism. Preconstruction Managers must look and act professionally. They must be approachable, organized, and able to collaborate with trade partners, clients, architects, and the Catalyst Project Managers and Operations Team.

Catalyst uses ProCore project management software, BlueBeam take-off software, Pipeline Suite ITB software & Excel estimating sheets on most of our projects. The Preconstruction Manager is expected to familiarize themselves with established Catalyst trade partner/supplier relationships and seek to grow existing and new relationships with vendors. They are also responsible for assigning scopes of work and writing all trade partner contracts and purchase orders to each vendor on their projects. They must be proficient at reading and understanding project documents, architectural and structural details, and MEP systems. They must perform constructability reviews throughout the design phase and make recommendations to the design team and the client regarding any potentially valuable engineering solutions or design changes.

The above description, while certainly not exhaustive, describes the major responsibilities of a Senior Preconstruction Manager at Catalyst. They play an important role in the success of our projects and the company as a whole and they are a valued part of our team of project.