

Preconstruction Manager Job Description

- Conducting site inspections and pre-planning the construction process
- Supervising construction work on site
- Preparing contract documents for signing by owners or contractors
- Establishing, maintaining, and complying with all applicable safety codes, laws and regulations relating to the construction of the project including, without limitation, OSHA standards, State and local laws and ordinances; fire prevention and fire protection standards; all applicable building codes, plumbing codes, electrical codes and other standards as required by law or regulations; private entity codes; contract specifications; environmental protection requirements; materials handling procedures; requirements for equipment hiring practices and inventory control procedures
- Coordinating, monitoring, and administrating the pre-construction activities, including, but not limited to negotiating sub-contractors, materials and equipment procurement, material storage, site development, and construction scheduling
- Inspecting pre-construction phases of the project and ensuring quality control has been completed
- Overseeing the execution of site work, including but not limited to excavation, foundations, footings, pour of concrete or other approved materials; equipment installation; roof construction; trimming, stapling and siding; dry walling; electrical wiring or mechanical installation as applicable; landscaping and other final site development for residential projects; and routine inspections for completion of all project operations
- Designing and reviewing construction documents for the project
- Overseeing the inspection of materials to ensure compliance with all applicable codes, specifications and regulations.