



Hutchinson Construction Assistant Preconstruction Manager

About Hutchinson Construction

At Hutchinson Construction, our purpose is *to serve others, by building futures for people and communities*. We live out our purpose and values every day and look to add team members with similar values, are driven, hard-working, fun, and share our passions.

Our team members and culture are most important and thrive when there is harmony between them. This is what will drive the company to new heights. That success is in-turn given back to team members and their communities. This is our purpose. We expect all team members to live out the company values every day, in every interaction – whether at work or not. Those values are:

Service – We are passionate about serving others. Through every action of our company, and its team members, we aim to serve people in a radical way – on and off the construction site.

Trust – Trust is the foundation of our relationships and service attitude. Our commitment to integrity and transparency is industry leading.

Reliability – Our word is stronger than a contract. Our team of master builders see it through no matter the complexity.

Creativity – In a world of innovations, we seek to be creative. We are master builders, and while we may leverage innovations as part of the equation to improve processes and experiences, our focus is on creativity – the starting point to innovation.

Fulfillment – We seek fulfillment in all that we do. We love to build, and we love our families. Our vocation and life purpose live in harmony as we take special care to prioritize, cultivate and pursue fulfillment.

We are a veteran-owned small business and equal opportunity employer.

The Role and Expectations of Assistant Preconstruction Manager

This role is critically important to our success and growth. This person should be self-starting, inquisitive, driven, have a strong work ethic, extroverted, outgoing, and enjoy working in a demanding, rewarding, fast-paced environment.

Responsibilities

This position will have a high level of autonomy, requiring a high level of trust and commitment to the company. Tasks will include, but are not limited to:

- Leads planning of construction project before construction begins.
- Build relationships with customers.
- Research and track potential projects.
- Estimate project costs and write detailed proposals.
- Develop creative means and methods to establish safety and efficiency in project plans.
- Assist operations team with buy-out and negotiations.
- Research, recommend, and manage potential pursuits.
- Lead and coordinate preconstruction schedule.
- Build estimate in estimating software – B2W Estimate.
- Perform take-offs and input into estimate.
- Review specifications, details and AHJ requirements.
- Obtain quotes, scope, and plug estimate.
- Maintain resource databases in estimating software.
- Keep up-to-date cost for resources.
- Maintain relationships with suppliers and customers.
- Maintain and update preconstruction best practices.
- Track and manage cost index.
- Identify potential partner relationships for strategic pursuits.
- Develop creative winning strategies.
- Special duties assigned.

Required Skills and Qualifications

- Excellent self-starter
- Trustworthy person with strength of character
- Positive attitude and temperament
- Excellent attention to detail
- Creative problem-solving skills
- Experienced with Microsoft (Word, Excel, Outlook, OneDrive, OneNote, etc.)
- Civil estimating experience: Less than 1 year to Maximum 5 years. We are looking for someone that we can mold into a future preconstruction leader.
- Strong interpersonal skills



Compensation and Benefits

- Salary Range: \$60k-\$70k/calendar year (depending on experience and skill level)
- Insurance:
 - Medical
 - Dental
 - Vision
 - Life
 - Short-term Disability
 - Long-term Disability
- Retirement:
 - 401k match plan
 - Financial advisory services
- PTO:
 - 2 Weeks/Year
- Holidays
 - We recognize 8 national holidays
- Bonus
 - This position is bonus eligible
- Travel
 - There are opportunities to travel for various events relating to company business development and recruiting.

To apply for this position, email your resume to awhitener@hutchinsoncompanies.com.