Pre-Construction Coordinator

We are searching for a Pre-Construction Coordinator to join our team! This position is responsible for coordination of the pre-construction homesite related activities including ordering and evaluating plot plans, site conditions evaluation and estimating, and permitting. The ideal candidate will have a background in residential construction or related field.

This is a great fit for someone who knows already knows site development and project administration, has 2+ years of applicable experience with proven results, independently solves problems, is detail oriented, takes pride in delivering a finished product that's done right, and genuinely enjoys working with people.

GENERAL RESPONSIBILITIES

- Review covenants for homesite requirements
- Review site conditions for any extra homesite requirements
- Estimating pricing for homesite improvements, including concrete, earthwork, foundation modifications, utility needs, retaining walls, permits required, landscaping, etc
- Ordering plot plans and reviewing plot plans to ensure they match the homesite requirements and customer wishes
- Working with various municipalities to obtain permits
- Working with various utility providers to obtain service
- Identify and communicate plan errors, quality issues, and site concerns to various Team Members
- Complete required checklists and to-dos in Buildertrend at the appropriate construction milestones
- Coordinate with design and architecture teams to ensure home design works on homesite and all costs are accounted for and properly presented and charged to the customer
- Perform other related duties as assigned by management

JOB QUALIFICATIONS

- Education: Bachelor's Degree in a related field preferred but not required
- Experience: 2+ years of residential construction, preferably custom or semi-custom homes or commercial site development/administration
- Advanced construction knowledge, especially site related
- CPM scheduling knowledge
- Written and verbal communication skills
- Great customer service skills

- High attention to detail
- A positive attitude and being a team player
- Self-motivated and goal-driven
- Functional computer skills in applicable programs (Word, Excel, and Outlook)
- Valid driver's license