Supervisor - Construction

Job Description

The Construction Supervisor will oversee the construction activities of custom homes that take place on worksites. You will be responsible for the supervision trade contractors. All work crews and individuals on site will take their direction from you and you will be responsible for knowing what work must be done and applying resources to accomplish that work. The Construction Site Supervisor will plan, implement and oversee construction efforts at multiple specific work sites.

The Construction Supervisor will be selected with equal emphasis on construction skills, communications skills, the ability and desire/attitude to learn, and create a team atmosphere of working together.

Construction Supervisor is responsible for planning, coordinating and executing all aspects of construction for new residential homes & coordinating and following up on miscellaneous warranty.

DUTIES AND RESPONSIBILITIES

- Works directly with Supervisor to facilitate all construction-related activities in building of new homes.
- Coordinates, supervises and schedules the work of trade contractors in the construction of homes, warranty or remodel work.
- Coordinate build schedule updates with Office Manger and Supervisor.
- Maintains all documentation to ensure all construction meets requirements of local building codes, planning and zoning restrictions, and architectural and engineering design.
- Schedules and coordinates all required inspections.
- Ensures construction remains on schedule and within budget.
- Oversees quality and control standards.
- Prepares punch lists and performs or supervises completion of punch list items.
- Oversees and maintains job site safety practices.
- Attend homeowner meetings (3 or 4 throughout construction) with the Supervisor and customer.
- Assists and participates in volunteer training.
- Provide exceptional customer service to homeowners.
- Ensure that building reports are generated in a timely manner.
- Attend all required staff meetings and in-service training as required.
- Perform other duties and/or job responsibilities assigned and/or requested by Supervisor.