

JOB DESCRIPTION

JOB TITLE: Construction Manager / Builder / Superintendent

DEPARTMENT: Homebuilding

REPORTS TO: Area Construction Manager

SUMMARY: Schedules, coordinates, and oversees construction of multiple single family homes simultaneously including but not limited to scheduling of sub-contractors, resolving day-to-day problems on the job site, and inspecting all work during construction to ensure quality and compliance with plans and specifications.

DUTIES AND RESPONSIBILITIES:

- Schedules and oversees all phases of construction from permit to finish; coordinates all necessary inspections
- Interface with subcontractors and local city inspectors
- Ensures all labor and materials are ordered in a timely manner, based on production and installation lead-times; orders and coordinates delivery/pick-up of all materials required, ensuring pricing meets established budgetary requirements
- Maintains construction schedule and tracking system to track and report all phases of project; regularly reports on status of projects, either in person or through written reports/correspondence.
- Confirms approved plans to verify home site is built per plan and specs
- Possesses and maintains knowledge of OSHA requirements; implements OSHA guidelines and programs; enforces established safety guidelines and promotes a safe workplace
- Performs checklists and reports that aid in controlling aspects of the construction process under his or her responsibility
- Achieves the highest quality work and homeowner satisfaction through management of resources and the construction process
- Monitors and maintains a clean subdivision, ensuring SWPPP compliance while holding subcontractors responsible
- Performs constant on-site monitoring and quality control function; manages and resolves punch lists and potential issues and problems
- Verifies that all 3rd party inspections are completed and passed, and city final are complete and passed by the city inspector
- Walks each completed home before homeowner walk-through to make sure it is complete, clean and meets standards
- Responsible for homeowner orientation/walk-through
- Performs all other tasks as assigned
- Responsible for warranty on completed homes

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities

QUALIFICATIONS:

- 5+ years of experience as a homebuilder superintendent or construction manager, or any combination of education, training, or experience that provides the required knowledge, skills, and abilities.
- Practical construction knowledge.
- Commitment to excellence and high standards

- Excellent written, verbal and listening skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proficient on Microsoft Office, and the use of tablets and smart phones
- Proven leadership and business acumen skills
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills
- Good judgement with the ability to make timely and sound decisions
- Ability to understand and enforce any and all safety requirements and cautions
- Ability to perform the physical labor necessary
- Bilingual skills a plus
- Ability to effectively communicate with people at all levels and from various backgrounds

COMPETENCIES:

- **Technical Skills** – Exhibits strong understanding of residential construction industry in DFW market and shares expertise with others.
- **Interpersonal Skills** - Focuses on solving problem, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Written Communication** - Writes clearly and informatively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Ethics** - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.
- **Professionalism** - Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Looks for ways to improve and promote quality; Applies feedback to improve performance.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items up to 25 pounds
- Occasionally work near moving mechanical parts
- Continual exposure to outside weather conditions
- Occasionally exposed to loud noise (examples: large earth-moving equipment)
- Occasionally exposed to very loud noise (example: jack hammer work)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.