



SUPERINTENDENT

Reports to: Partners, project manager

Objectives: Manage daily construction activities.

Experience: 5 years construction management experience required. High School diploma a must. Applicant must be computer literate. Construction management software experience a plus. College Degree a plus.

Responsibilities:

1. Consult with architect, engineer, builder, selections coordinator, trade contractors, and clients on plan revisions and change orders.
2. Walk through homes daily. Take overall responsibility for keeping sites tidy during construction. Schedule municipal inspections.
3. Explain safety program to field employees and trade contractors, and make sure they follow it.
4. Guide and direct field employees, trade contractors, and suppliers. Assist trade contractors with tasks, when necessary.
5. Explain quality control standards and supervise their implementation. Make sure homes are built to quality standards and to specification. Strive for no-defect construction.
6. Keep builder and project manager informed of each home's production status. Update computerized construction schedule weekly and produce production reports.
7. Order materials and supplies and schedule deliveries. Receive, inspect, and verify all deliveries. Check vendors' and trade contractors' invoices. Authorize payments.
8. Notify trade contractors and material suppliers far enough in advance to assure materials are delivered and trade contractors arrive on schedule.

9. Communicate with customers on jobsites. Answer their questions and ensure that construction meets their expectations.
10. Conduct pre-closing walk-throughs with customers and customer service/warranty coordinator. Coordinate punch list work.