



## JOB DESCRIPTION

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### **Site Superintendent - Custom Residential Builder**

#### **POSITION SUMMARY**

We are seeking a Custom Residential Builder - Site Superintendent, a dynamic leader who thrives on being the driving force behind high-end construction projects that exceed expectations.

**What You'll be Doing:** Assist and support the Construction Manager in the design, contracting and construction of new and/or rehabilitation of residential and commercial building projects from design to completion. Estimating, scheduling, budgeting, cost control, field supervision, etc. Develop and maintain strong, positive relationships with both clients and vendors/subcontractors, resolve issues and ensure exceptional customer service.

**What You Bring:** A proactive, professional, detail-oriented team player who demonstrates a spirit of thoughtful accountability and leadership that matches our energetic, fast-moving, and growing business. Vision & leadership with the ability to solve problems, inspire teams, and manage complexity.

**Why Build With Us?** The chance to work on show-stopping projects. A culture where innovation and craftsmanship lead the way. Competitive compensation and the opportunity to grow your career with a company that values your talent.

#### **ESSENTIAL RESPONSIBILITIES**

- Continue our reputation of exceptional customer service by providing responsive, timely, professional service and support for customers, employees, and vendors.
- Manage a team of workers, vendors, and subcontractors, including work schedules, project progress and resource allocation.
- Assist Project Management Team in the creation of cost estimates for labor, supplies, materials, and other project costs.
- Support Construction Manager with proposals and presentations for the purposes of developing new business opportunities.
- Assist in the design, contracting and construction of new and rehabilitative of residential and commercial building projects, by utilizing efficient building practices that span from design to completion.
- Function as a liaison between the Construction Manager, architects, designers, and subcontractors to ensure and facilitate sound communication, decision making and problem-solving practices.
- Assist Project Management Team in the solicitation of bids from subcontractors and material suppliers, as well as the negotiation of subcontracts, subcontractor pricing, and subcontractor scheduling and timeline for project completion.

- Coordinate subcontractors and ensure filing of permits with cities and towns, resolving all issues with either the subcontractors or government officials.
- Monitor, coordinate and expedite the delivery of materials and equipment, track and report purchase orders and change orders.
- Maintain full understanding of all project plans, specifications, contract with client, subcontracts, purchase orders, daily correspondence and maintain updated and accurate set of as-built plans.
- Assist Project Management Team in the preparation of change proposals, and the negotiation and issuance of change orders to subcontractors.
- Maintain a daily log for the job site's operations, reporting to management as necessary
- Implement management techniques that promote cost-effectiveness and efficiency.
- Ensure job site safety by monitoring the consistent utilization of safety protocols.
- Perform miscellaneous duties as needed.

## **QUALIFICATIONS**

- High School diploma or equivalent required. Bachelor's degree from an accredited college or university preferred.
- Minimum of 6 years of experience in the construction industry. Proven experience successfully managing multiple projects.
- Knowledge of Commercial/Residential construction standards, means & methods and costs.
- Proficient in Microsoft Office Suite (including Microsoft Project or other scheduling software).
- Demonstrated ability to estimate, schedule, budget, manage costs and build effective relationships.
- Ability to adapt to changing conditions, creatively solve problems, maintain construction schedules and, overall, improve the quality of completed project.
- Core Competencies:
  - Attention to Detail - Successfully manages many small tasks / projects with an eye for follow up
  - Organization - Strong organization and planning skills
  - Time Management - Able to multi-task and prioritize work and to complete tasks in a changing environment
  - Personal Energy - Exhibits passion for their work. Possesses a consistent positive and upbeat attitude.
  - Autonomous / Self-directed - Works efficiently and achieves results with little or no supervision
  - Technology Focus - Ability to quickly learn multiple software programs that interface with business operations, including Procore, Bluebeam Revu, Microsoft Project, and others.
  - Communication - Excellent written and verbal communication skills
  - Problem Solver - Ability to resolve conflict with tact and diplomacy

## **BENEFITS**

- 401(k)
- Health, Dental and Vision Insurance
- Flexible Spending Account
- Paid Time Off