

PORT LUDLOW ASSOCIATES

POSITION TITLE: Home Construction Superintendent (Exempt – Salary)

SUMMARY OF POSITION:

Coordinate and monitor “custom”, “production” and “pre-sale” home construction activities as directed by the Home Construction Manager to ensure that quality standards, budgets and timelines are met.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Develop and maintain schedules for “custom”, “production” and “pre-sale” homes to be approved by the Home Construction Manager
- Take the “custom”, “production” and “pre-sale” home construction from permit process through final occupancy, including estimating material quantities needed for completion of construction. Meet with Home Construction Manager to ensure that customer specifications and change orders are being correctly implemented.
- Direct, monitor and document the progress of various construction activities as directed by the Home Construction Manager. Aid in the evaluations of various construction methods and material to be used in home construction.
- Assist the Home Construction Manager with customer walk-thru’s on “custom”, “production” and “pre-sale” homes. Ensure all punch list items are completed satisfactorily and in a timely manner, after customer walk-thru.
- Supervise and direct PLA employees as needed for the completion of homes.
- Meet with Home Construction Manager regularly to ensure all timelines, quality standards and budgets are being met.
- Assist in the budgeting of custom and pre-sale homes as needed. Ensure that all sub-contractors are doing work as specified and that all materials being used are as specified. Approve all invoices that pertain to the jobs directly under their control.
- Other duties as assigned by management.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Construction knowledge – all phases including knowledge of proper sub-contractor techniques and or local code compliance.
- 5 year minimum as job site supervisor or equivalent.
- Ability to follow procedures and schedules.
- Good people skills.
- Able to work with changing conditions as they arise.
- Must be able to work independently.
- Minor carpentry skills.

PHYSICAL REQUIREMENTS:

Mainly work on-site. Works out of the Construction Office from which the overall construction projects are monitored or out of a field office at the construction site.

Must be on-call to deal with delays, bad weather, or emergencies at the site. Need to observe job conditions and to be alert to changes and potential problems, particularly involving safety on the job site and adherence to regulations.