



# Job Description

**Position Title:** Superintendent

**Department:** Construction

## About Century Communities

As one of the nation's largest homebuilders and an industry leader in online home sales, we know what it takes to be a market gamechanger, and that includes providing you with all the resources, opportunities, and benefits to build a thriving and rewarding career.

## Benefits We Offer

Team members enjoy an excellent benefits package that includes medical, dental, vision, 401(k) with employer match, paid time off, and sick leave, plus home and mortgage discounts. We also offer competitive salaries with the potential for discretionary bonuses and/or commission structure (depending on the position).

## We Hire The Best

Our mission of building, financing, and insuring A Home For Every Dream™ is only possible with the best talent in the industry. If that's you—if you're a self-starter, changemaker, and thoughtful collaborator ready to take their career to the next level—then apply today!

## Essential Roles & Responsibilities:

### Scheduling

- Help develop and update project schedule.
- Understand and maintain the current lead times for trade contractors and suppliers and provide them with copies of the schedule on a timely basis.
- Properly schedule and oversee the completion of all designated municipal inspections.
- Schedule Subcontractors work in proper sequence while keeping them on schedule in the overall project

### Contract Management

- Provide feedback on Scopes of work
- Organize Preconstruction conference with trades to identify issues
- Enforce contract and scope of work with Subcontractors
- Continually monitors project to ensure that workmanship and materials conform to specifications and the adherence to construction schedules
- Organize and lead weekly Subcontractor Coordination Meetings

### Project Management

- Leads and directs supervisory personnel and subcontractors in planning and sequencing, specifications, and coordinating phases of construction to prevent delays.

- Identify conflicts in construction progress and communicate them to the project team for resolution
- Properly manage the location and appearance of all job site equipment, restrooms, and materials.
- Communicate and ensure coordination with ASI's, RFI's, addendums and material submittals
- Ensure project site is maintained in a clean, well-organized, safe and secure manner.
- Maintain a clean, organized, and accessible field office and construction storage area.
- Walk all units on project daily to monitor activities and assist in future planning.
- Know and enforce all job site rules, regulations, and safety.
- Maintain relationship and coordination of the jurisdiction having authority at the project. Includes proper scheduling of inspections, completeness for inspections and resolving all issues.

#### Construction Cost Control

- Monitor job sites continually to identify and correct inefficiencies and waste.
- Authorize payment only after field verification of quality and 100% completion of work.
- Resolve any questions or problems regarding invoices and/or payments with the appropriate parties.
- Adhere to all established policies and procedures for authorization and payment of non-contract work.

#### Materials Management

- Ensure material deliveries are accurate regarding quality and quantity, and handle any discrepancies on site at the time of delivery or within 48 hours.
- Ensure the proper delivery and storage of materials to guard against theft, damage, or misuse.
- Promptly and properly communicate material variances to the Company.
- Properly document all material returns.
- Ensure the jobsite is secured daily

#### Quality Management

- Review plan accuracy and properly communicate any problems to the Construction Department.
- Enforce the company quality standards at all times.
- Ensure adherence to all defect-prevention procedures.
- Conduct all quality control inspections in accordance with company requirements.
- Ensure all 3<sup>rd</sup> party observations are closed out.

#### Safety Standards

- Monitor job sites daily and address apparent safety issues immediately.
- Hold job site safety meetings with contractors as determined by the Company.
- OSHA 10/30 Construction qualification preferred

## Other Duties

- Complete all established paperwork, reports, and files in accordance with the company format and timeframes.
- Present a professional image in accordance with company appearance standards.
- Maintain a high level of ethics and integrity in all dealings.
- Maintain a personal time management system to facilitate organization and efficiency.
- Attend and pass all required training programs (management and technical)
- Demonstrate good judgment and decision-making skills.

## Knowledge/Skills and Experience

- Knowledge of all applicable codes
- Knowledge of the issues of mold and mold remediation
- Knowledge of multi-family construction concepts and practices
- Ability to read, analyze and interpret financial reports
- Ability to read blueprints
- Ability to plan, organize, manage and supervise activities of direct reports
- Ability to analyze problems and recommend solutions
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to maintain effective working relationships with customers, contracted agencies and workers, other employees, supervisory personnel

## Education and Experience

- GED Required: Bachelors degree highly desirable.
- 3-5 years' experience in managing all phases of apartment projects over 100 units

## Working Conditions

- Works outside in extreme weather conditions, requires walking, climbing, standing and/or sitting for long periods. May require heavy lifting using appropriate safety equipment. Requires the use of safety glasses and boots.

For more information and to apply, use the following link:

<http://app.jobvite.com/m?380AcnwA>

For any questions please email: [Jeremy.Bayens@centurycommunities.com](mailto:Jeremy.Bayens@centurycommunities.com)