



Jr. Supervisor/ Jr. Project Management Position

We are looking for an applicant who has a basic introduction to construction management, is a hard-working self-starter, an excellent communicator, and, most importantly, has a strong desire to excel within the high-end custom home building industry.

If you want to learn how to build luxury custom homes from the potential client's first call to the certificate of occupancy, Wilcox Custom Builders can guide you in building a phenomenal product in a supportive team environment - the sky is the limit in this industry.

We work hard and play hard in Grand County, Colorado, specifically the Winter Park area. We take a tremendous amount of pride in what we build, and with that comes a tremendous level of satisfaction when the fruits of your labor come to life. Join our team and come see what Grand County and the high-end custom home building industry have to offer!

We will consider bringing on an applicant for work experience, internship, or full-time employment, with the goal being a long-term full-time position. Finding the right fit for our team is most important. Please check out our website at www.wilcoxcustombuilders.com and reach out for more information.

Responsibilities:

- Maintain clean and tidy job premises, including daily cleanup, organized tool and material storage, and weekly trash removal.
- Maintain all company tools and equipment.
- Maintain job-site safety procedures.
- Supervise day-to-day in the field.
- Schedule and manage subcontractors
- Update and maintain daily project schedule.
- Ensure supplies and equipment are ordered and delivered according to schedule.
- Project budget preparations and revisions.
- Submit RFPs to subcontractors and vendors.
- Participate in weekly Owner-Architect-Contractor meetings.
- Reconcile monthly invoices.
- Perform other job duties and responsibilities as needed and requested by management or immediate supervisor.

Qualifications:

- Must have valid driver's license, clean driving record, and reliable transportation.
- Must be able to lift and use tools and materials necessary in the construction trade.
- Must possess or be pursuing a degree in Architecture, Building Science, Engineering, Construction Management or another related field.
- Previous field experience and/or experience with carpentry and basic equipment operation is preferred.
- Must be highly organized, excellent at multitasking and a highly proficient communicator.
- Must be savvy with Microsoft Office Suite, Bluebeam & generally have strong computing skills.
- Applicants must be adaptable team players and take pride in being a part of our team.

Benefits:

- Healthcare
- Holiday Pay & PTO
- Company vehicle for full-time employment.
- Housing available for internships. Housing stipend negotiable for full-time employment.
- Salary: DOE and position – Starting at \$80k + for qualified individuals. Hourly rate for internships.

Projected start date completion of Spring 2026 semester. Interested candidates should forward a resume and cover letter to tyler@wilcoxcustombuilders.com
