

**Position** – Multifamily Construction Manager

**Company** – Construction Grad for Century Communities

**Contact / Apply to or call with questions** – Recruiter Andy Cripe, Construction Grad – [andycripe@constructiongrad.com](mailto:andycripe@constructiongrad.com) 720-854-5833

**Office Location** – Greenwood Village, CO

**Salary** – Aggressive base salary DOE plus bonus potential and benefits

**Start Date** – Current - April / May 2019

### **Company Description Construction Grad –**

Collaborative Recruitment Solutions for the Built Environment.

Construction Grad is a full service recruiting firm serving primarily the Home Building and General Contracting industries. We partner with builders who are looking to expand on their current recruitment efforts and help craft comprehensive long-term recruitment strategies for both Industry and College Recruiting.

Construction Grad was founded on a passion for Team Building and Operational Excellence. We believe that the most successful organizations not only have great culture and solid leadership, but they recruit, train, develop, and inspire talented individuals.

### **Company Description Century Communities –**

For over 15 years, we have helped families achieve the American Dream of home ownership. Our vision is realized through superior locations, responsible planning, outstanding design, quality construction, and impeccable customer service.

Starting a job with Century Communities means joining a company that was founded with one simple objective - build a home with lasting value, integrity, quality, and service. While setting a standard by which all other homebuilders are judged, Century Communities has become top 16 public homebuilder with operations in the states of California, Washington, Nevada, Utah, Colorado, Texas, Tennessee, Georgia and North Carolina.

### **Job Description -**

**Basic Responsibilities:** Require some experience with “Stacked Condo / Apartment Multifamily Construction Management” either through internship or full time work experience.

### **Scheduling**

- Schedule according to the company Scheduling System and ensure all construction activity follows the established critical path and cycle time
- 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.
- Properly schedule and verify the completion of all designated internal quality inspections.
- Update division construction status reporting information according to established time frames.
- Ensure all homes are scheduled with a final Quality Inspection prior to the Pre-Occupancy Orientation.
- Ensure all homes are 100% complete on or before the established Pre-Occupancy

### **Contract Management**

- Review all applicable job-specific information with trade contractors prior to the commencement of work.
- *Provide regular written feedback to the Purchasing Department on trade contractor performance*

### **Job Site and Community Management**

- Properly manage the location and appearance of all job site equipment, restrooms, and materials to ensure they do not interfere with marketing efforts and occupied homes.
- Ensure homes and production sites under construction are maintained in a clean, well-organized, safe and secure manner.
- Maintain a clean, organized, and accessible field office and construction storage area.
- Know and enforce all job site rules, regulations, and safety.
- ***Customer Relations- Customer Satisfaction***

Schedule and conduct all formal “points of contact,” with the customer, according to the established formats, and promptly follow-up on any outstanding questions or issues.

- Initiate additional contact with customers according to company requirements.
- Ensure expectations are being accurately established at all points of contact, using the Homeowner Manual and Company outlines and checklists.
- Be courteous and present a professional appearance when interacting with customers.
- Properly document customer concerns and come to a decision and plan of action with the customer within agreed upon time frames.
- Respond to customer contact within established time frames and document all communication in the homeowner file.
- Communicate customer satisfaction measurement process to customers.
- Achieve the company-specified customer satisfaction goals

### **Construction Cost Control**

- Identify and document correctly all variances and determine their cause to ensure future elimination.
- 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.

### **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.
- Walk all homes under construction daily according to company practices and conduct inspections. Document in homeowner file all inspection checklists.
- Conduct all quality control inspections in accordance with company requirements. Document in homeowner file all quality inspection checklists.
- Conduct pre-occupancy orientations on homes and ensure all items are 100% complete and signed off prior to closing.

### **Safety Standards**

- Monitor job sites daily and address apparent safety issues immediately.
- Hold job site safety meetings with contractors as determined by the Company.

### **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 condominium or 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

### **Financial Authority**

- Responsible for monitoring construction cost within house budgets
- Approval authority for purchases and contracts up to budgeted cost
- Field Purchase Order approval up to \$500

### **Supervisory Responsibility**

- Responsible for planning and directing work and appraising performance. Makes recommendations to the Area Construction Manager and Sr. Field Manager on promotions/transfers, salary actions, hiring, disciplinary discussions, and terminations.

### **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.

### **Education and Experience**

- CM degree and some experience with stacked condo / apartment product is preferred