

Oakwood Homes, LLC

Job Description



Job title: Builder I

Work Location: Denver, CO

Division/Department: Denver / Construction

Reports to: Regional Construction Manager

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

Essential Duties and Responsibilities:

- The Builder will be tasked with managing and driving the back-end construction activities while interacting with Customers, Trade Partners, municipalities, and other Oakwood associates to deliver a high quality home. The Assistant Builder has a critical role in creating a Truly Outstanding Customer Experience for our home owners by performing the following responsibilities:
- Assisting the front-end Builder with daily supervision and execution of the construction schedules to deliver homes on schedule through adherence to even-flow production
 - Conducting Demonstration and Verification walkthroughs with Customers prior to closing
 - Delivering all homes with Zero Defects at time of closing
 - Coordinating and managing Trade Partners to deliver high quality homes while meeting budgets
 - Conducting daily inspections of every home to ensure the work is completed to Oakwood's specifications and the jobsite is ready for the next Trade Partner
 - Coordinating with the Community Teams and Support Center to maintain accurate records
 - Coordinating with Customer Care Associates to ensure home owner issues are quickly resolved
 - Calling and walking required inspections and creating and managing multiple punch lists
 - Maintaining a clean jobsite for Trade Partners, Customers, and municipalities
 - Cross training with other Associates to learn new skills needed for advancement
 - Taking responsibility for the jobsite when other managers are absent
 - Perform related projects as assigned
 - Maintain compliance with all company policies and procedures

Results

- Customer Satisfaction: closing survey results of 92%+
- Schedule adherence: average of 4 delay days or less & Inspection Consistency Index of 80%+
- Budget management: average variance of \$100 or less & meet controllable indirect budget
- Home completion: deliver 100% complete homes at closing

Education and/or Work Experience Requirements:

- 1 year experience in residential production building preferred
- Excellent organizational skills required
- Excellent verbal, written, and interpersonal skills; bi-lingual a plus
- Strong work ethic towards accomplishing goals and ability to work in a team environment
- Working knowledge of computers (Microsoft Windows, Office and general internet)
- High School degree or equivalent
- Valid driver's license and reliable vehicle required

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 50 pounds.
- Must be able to talk, listen and speak clearly.

HOW TO APPLY: All applications must be submitted through our careers page - please visit www.oakwoodhomesco.com/company/careers to apply.

About Oakwood:

Oakwood takes special care of its employees through a solid work environment, room to advance, and generous benefits. We are always looking for quality people to join the Oakwood Team.

Founded in 1991 by industry veteran Pat Hamill, Oakwood Homes has invested over two decades in building beautifully functional new homes in Colorado. We've pioneered construction methods that allow homeowners the luxury floor plans and "wow" features that should come standard in every home.

At Oakwood Homes, holding ourselves to higher standards is how we do business. You'll see it in our signature luxury at every level homes—designed for real people and real life—in Colorado and Utah. It's evident in our efforts to enrich education and infrastructure in Oakwood communities, which our CEO took to a new level by co-founding the 21st Century High Tech Academy and the Foundation for Educational Excellence community education organizations.

In the same way we are committed to higher standards in construction and community, we are dedicated to creating an engaging yet straightforward home buying experience, inviting our customers into the entire construction process. But when it comes down to it, our company's mission is simple: to create unmatched luxury homes that are accessible and personalized at every budget—for homebuyers in every stage of life.