

1) Brief Company History –Hartford Homes – As a second generation, family-owned Colorado home builder, we are dedicated to creating places that enrich people’s lives. With over 25 years of experience welcoming thousands of families to a better quality of life, Hartford Homes offers what no other home builder can in some of Northern Colorado’s finest neighborhoods.

For Questions, please contact Andy Cripe 720-854-8533, andycripe@constructiongrad.com

## 2) Job Title / General Description –Assistant Construction Manager

General Purpose: To assist the Construction Manager in delivering a superior quality home product, on time and on budget that has been quality controlled and constructed with integrity and professionalism by managing and supervising all aspects of the construction process including off site work, product construction and customer care. In order to achieve the general purpose of this position the following duties may be required.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Schedules, runs and supervises the job site and subcontractors to perform on schedule.
- Supervises all employees on site and directs/assists to obtain materials as necessary.
- Communicates and shares information consistently with all personnel and subcontractors.
- Walks each home everyday to ensure the quality of the product, and the overall cleanliness, organization and safety of the job site.
- Ensures quality control throughout the construction process while reviewing the work of the subcontractors to make certain quality standards are being achieved.
- Locks and unlocks all houses each day.
- Coordinates flooring scheduling and installation in all production homes.
- Conducts bi-weekly safety meetings and enforces/holds all personnel accountable for adhering to safety procedures/standards.
- Coordinates inspections with government agencies.
- Conducts orientation with homeowners and ensures completion of orientation items.
- Ensures homeowner options are properly in place.
- Prepares and details homes for walk-throughs and coordinates homeowner walk-through items to completion.
- Recalls subcontractors to re-do or finish work as necessary.
- Prepares and submits all necessary documents, purchase order requests and related paperwork.
- Help resolve customer care issues.
- Develops and nurtures strong working relationship with existing subcontractors and potential subcontractors.
- Watches for storms and checks BMP sand bags for SWPPP compliance.
- Monitors and keeps models in excellent condition in conjunction with customer care.
- Creates a positive and professional image of the site and homes to all workers, subcontractors, homeowners and potential buyers.

➤ Regular contact with Construction Manager, Homeowners, Sub-contractors, Construction Personnel, Sales Personnel, Laborers, Customer Care Personnel, City and County Inspectors and Potential Buyers.

➤ Performs any tasks assigned.

### 3) Minimum Requirements

➤ Construction Management, Business, or equivalent 4 year degree

➤ Requires excellent customer care and the ability to communicate effectively (written and verbal) with homeowners and subcontractors, as needed.

➤ General knowledge of the residential building industry and the ability to use general building tools and equipment.

➤ Highly organized with the ability to handle a multitude of projects simultaneously.

➤ Required knowledge and understanding of building blue prints, maps and color charts.

➤ Must have problem solving, prioritizing abilities and interpersonal skills.

➤ Ability to adhere to strict time deadlines and work under pressure.

➤ Ability to execute tasks in an efficient manner without sacrificing quality

### 4) Location / Start Date –Northern Colorado–Immediate

### 5) Salary Range –55K –65K / annually DOE

6) Application Instructions –Please contact Andy Cripe, 720-854-5833, andycripe@constructiongrad.com