

**Petra Custom Builders** was born out of a vision to redefine construction as being a relational and interactive business as opposed to the transactional industry it had become. We recognized that the service provided had lost the personal touch and value-add of building a collaborative partnership with a homeowner before construction begins. That's why we embarked on our journey, finding like-minded people who shared our values and wanted to be a part of something that's sum was much greater than any of us as individuals. We continually avoid the temptation to grow merely because the ever-growing market in Boulder County can support it with readily available work. Instead, we intentionally take a slower approach, allowing our small firm to grow organically into a team with a shared mission: To provide the best customer service and experience possible. We maintain a clear and concise trajectory toward our core value; we are members of the service industry and the exceptional product our homeowners take away from working with us is merely the result of outstanding service, established through open communication and the management of expectations from start to finish. We are only satisfied when we have created the best possible product we can with the resources we have available.

To Apply for this position with Petra Custom Builders, please email your resume to our administrative coordinator, Jewel Muñoz at [Jewel@Petracustombuilders.com](mailto:Jewel@Petracustombuilders.com)

Petra Custom Builders 5303 Spine Rd #203 Boulder, CO 80301 720-291-7918

[www.PetraCustomBuilders.com](http://www.PetraCustomBuilders.com)

---

## Superintendent 2

Compensation: \$75,000 to \$85,000 salary per year plus standard full-time benefits

### Objectives And Purpose:

Superintendent Two provides supervision and management services to the job site. This position has a skillset sufficient to handle most projects without the need for additional supervision, but occasionally relies on the expert input of the Director of Production or higher level superintendent for technically challenging or high value construction tasks. Examples could be a full competency in large remodels, foundations, structural interactions, and ground-up custom homes.

### Position Duties And Responsibilities:

- Meets or exceeds expectations set by the Director of Production
- Self-sufficiently manages projects within their skillset
- Maintains a complete understanding of the contract scope of work and budget
- Maintains a complete understanding of each subcontractor's scope of work and bid
- Maintains and forecasts an accurate project schedule

- Displays expert knowledge of task sequencing
- Coordinates all material, subcontract, and labor resources needed to perform the project
- Reliably and consistently recovers schedule slips
- Proactively identifies changes in the scope of work
- Drafts change orders for review by the Director of Production that require little or no revision
- Presents and facilitates the timely acceptance or rejection of change orders with clients
- Maintains an understanding of contractual terms regarding change orders, allowances, contingency, and exclusions
- Maintains ongoing task lists and cost code designation for PCB labor resources
- Forecasts labor demands with approximately 95% accuracy for the upcoming week, 90% for the following week, and 80% for the third week out
- Maintains a knowledge of budget impacts and forecasts end performance with a high level of accuracy
- Manages client expectations on timelines and outcomes
- Maintains exceptional communication with client, architect, and other involved parties
- Provides advanced notice to parties of selection deadlines or other time sensitive tasks
- Enforces quality, safety, and timeliness of all aspects of the project
- Utilizes all field and administrative resources necessary to efficiently drive project schedules
- Maintains an outstanding KPI performance across all categories
- Exercises exceptional judgment, discretion, and problem solving skills
- Reviews, approves, codes, and submits subcontractor invoices for payment
- Codes and submits other project expenses such as credit card receipts
- Meets with Director of Production at construction milestones to ensure quality control

#### Required Skills And Competencies:

- Possess three to five years experience or the equivalent skillset in construction management
- Utilizes excellent communication skills
- Comfortable in a personnel management role
- Displays a very high proficiency in the principles of project management
- Maintains a positive attitude
- Dresses in clean and well-kept attire

- Understands blueprint drawings and project specifications at an expert level
- Proactively identifies discrepancies and complications
- Maintains a safe and clean jobsite at all times
- Maintains a valid driver's license