



# Job Description

## About Century Living

As the for-rent division of Century Communities— a top 10 U.S. homebuilder and industry leader in online sales we know what it takes to be a market gamechanger, and that includes providing you with all the resources, opportunities, and benefits to build a thriving and rewarding care.

## We Hire The Best

Our mission of building, financing and insuring A Home For Every Dream™ is only possible with the best talent in the industry. If that's you—if you're a self-starter, changemaker and thoughtful collaborator ready to take their career to the next level—then apply today!

## What You'll Do:

The position will be 67% on local jobsites to experience different phases of construction. 33% will be in the office with working with the Project Manager & Project Engineer to help with preconstruction, Bidding, & Project Management. A Construction Intern with Century Communities' for-rent division is responsible for the following activities:

### Essential Functions and Responsibilities:

#### Scheduling

- Assist in maintaining the company Scheduling System and ensure all construction activity follows the established critical path and cycle time frames
- Properly schedule and oversee the completion of all designated municipal inspections
- Assist in developing project master schedules
- Update division construction status reporting information according to established time frames

#### Contract Management

- Participate in all applicable job-specific information with trade contractors prior to the commencement of work
- Provide regular written feedback 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 units
- Ensure 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

**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

**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

**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 time frames
- 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 Background Preferred**

- Previous construction experience preferred, but not required
- Ability to read blueprint
- 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

Century intends to offer the selected candidate with a base pay of \$21.00

TO apply use the following link: [https://app.jobvite.com/j?aj=obdBnfw6&s=Colorado\\_State\\_University](https://app.jobvite.com/j?aj=obdBnfw6&s=Colorado_State_University)