



CONSTRUCTION SUPERINTENDENT

JOB DESCRIPTION

Construction Superintendent for Village Life in Snohomish and King County

VILLAGE LIFE DESCRIPTION

Village Life is a land development and home building company primarily focused on Snohomish County and King County, although it also controls properties and projects in Eastern Washington.

In 2015, Village Life sold 62 homes. The Puget Sound Business Journal ranked Village Life the 13th largest home builder in the Puget Sound region in 2014 and 2013. Village Life was ranked #7 among private homebuilders in the region for 2014 and 2013. Also, Village Life sold 235 lots in 2015 to various home builders. Village Life strives to plan and construct new communities that are creatively designed, well built, unique, and still affordable, resulting in more desirable neighborhoods and satisfied homeowners.

An in-house team of experts together represent decades of experience, covering nearly every aspect of land development including planning, engineering, design, construction, finance, legal, sales, and acquisitions. Village Life and its related entities currently employ 34 people.

Please visit <http://villagelifecommunities.com/> for more information.

JOB SUMMARY

The Construction Superintendent is accountable for the overall performance of assigned projects and is responsible for the managing, directing and reporting of all activities on a job site as it relates to home construction, from excavation through closing. The Construction Superintendent should provide leadership, ensuring that construction schedules, safety, quality standards, customer satisfaction, trade partner effectiveness and maximum profitability are maintained throughout the construction process for multiple homes at one time.

JOB RESPONSIBILITIES

Scheduling

- Manage production schedules and job progress and report daily to the Director of Construction
- Schedule and manage customer, vendor, and subcontractor relationships
- Coordinate with Subcontractors to meet critical path timelines
- Complete each home site on schedule from community planning through occupancy, ensuring that all contract obligations are satisfied

- Coordinate with design team on all design related issues involving the overall product and community brand as well as with any product sourcing issues
- Communicate and coordinate schedules with all Village Life team members on a daily basis
- Establish a productive working relationship with relevant jurisdictional personnel and maintain contact with the appropriate jurisdictional officials and inspectors as needed
- Verify that final sign-off and inspections are completed and passed by the appropriate jurisdictional inspectors and officials
- Coordinate with marketing and sales team as it relates to staging, signage, site and home appearance, customer interactions and closings

Customer Service

- Achieve the highest quality work and homeowner satisfaction
- Walk each completed home before new homeowner orientation and ensure it is 100% complete, clean and meets standards
- Prepare a punch-list for each home and ensure that all punch-list items have been completed prior to new homeowner orientation
- Ensure that the selected options and upgrades are implemented during construction and for new home owner orientation
- Communicate with customers and log conversations
- Manage and resolve customer issues within a timely fashion and communicate progress on completion

Quality Assurance and Safety

- Monitor quality assurance processes, ensuring compliance with safety and SWPP programs and policies
- Maintain records of all changes on the community, including purchase orders, change orders and/or work orders
- Confirm all approved plans to verify home site is built per plan and specifications
- Maintain a safe work site by implementing good housekeeping regulations and safety requirements, enforcing safe work habits and overseeing OSHA and any state-level agency regulations
- Be aware of ever changing applicable building codes and OSHA requirements
- Assist in reviewing architectural designs and plans complying with local, state and national building codes, life safety codes, ADA regulations, and zoning regulations

Trade Partner Management

- Create productive working relationship with subcontractor crews and create an environment where quality is paramount and problems are solved quickly.
- Coordinate with purchasing department regarding budgets and quality trade partners
- Monitor subdivision cleanliness and hold the trade partners responsible for daily clean-up
- Find solutions to and resolve issues related to daily construction activities
- Conduct detailed inspections after each trade has completed its tasks and before any work is authorized for payment
- Authorize payment for materials received and work completed

Management Responsibilities

- May directly supervise 1 or more employees

- Total involvement with training, communication and development of Assistant Superintendents and field personnel as assigned.
- Carry out supervisory responsibilities in accordance with company policies and applicable laws

Management reserves the right to change duties and responsibilities set forth herein at any time. This position outlines the basic tasks and requirements for the position noted. It is not comprehensive of all the job duties for the employee. In addition to the above each employee may be required to cross train for position(s) within the company from time to time.

JOB QUALIFICATIONS

- Minimum of High School Diploma or equivalent
- Bachelor's Degree in Construction or Engineering preferred
- A minimum of 3 years' experience in scheduling, ordering, field supervision, quality control, and production of all phases of residential construction
- Excellent communication and customer service skills
- Detail orientated team player with strong work ethic and integrity
- Ability to read blueprints, reference truss calculations, and understand structural details
- Basic computer skills in Word, Excel, and Outlook
- Must have a vehicle, a valid driver's license, proof of insurance and be willing to travel
- Ability to work at least eight hours per day in a construction trailer, the ability to operate a motor vehicle, climb, bend, stoop, reach, lift move and/or carry equipment which maybe be in excess of 50 pounds.

Come join a family owned, local team of experienced professional homebuilders! If you are interested and qualified, please apply now. We are looking for enthusiastic attitudes and team players to join our success.

All offers of employment are contingent on an acceptable background check. Salary will be commensurate with experience. Benefits include: Medical, 401K, Life Insurance, Disability Plan, Holidays, Vacation, and Personal Leave. Village Life is an Equal Employment Opportunity Employer.

HOW TO APPLY

Please email a cover letter, resume with your contact information, salary requirements, and at least 3 references to jobs@village-life.net.