



JOB TITLE: Builder/Superintendent

DEPARTMENT: Construction

COMPENSATION: Dependent upon experience. Contact for details.

FLSA STATUS: Exempt

REPORTS TO: Director of Construction

LOCATION: Austin, Texas

HOURS: Mon – Fri 8:00 am – 5:00 pm

SUMMARY: The Builder/Superintendent is responsible for oversight of the construction project/process from start to finish.

DUTIES AND RESPONSIBILITIES:

- Ensures a high quality home is provided within the estimated budget.
- Commits to any payments that are required to complete alterations.
- Negotiates solutions to issues raised by the building inspector, subcontractors, or suppliers.
- Schedules subcontractors or suppliers; and stops their work when it is unsatisfactory.
- Orders removal of employees when necessary.
- Recommends the dismissal of a subcontractor or supplier if appropriate.
- Serves as sole representative at the worksite and must deal with any issues, concerns, unforeseen events, or problems that may arise during the entire homebuilding process.
- Manages the building process.
- Acts as the significant authority to adjust the construction process as needed to meet any safety, quality, or legal requirements.
- Prepares paperwork and blueprints before they are given to the trade contractors.
- Meets with municipal inspectors during building inspections.
- Schedules all stages of the home construction with the trade and supply contractors to ensure accurate or minimized cycle time.
- Inspects trade contractor work daily for quality and accuracy.
- Monitors and enforces safety throughout the subdivision.
- Meets with trade contractors daily to resolve and/or prevent problems.
- Meets with home buyers during construction process i.e. PSO, PDO and closing walks.
- Organizes and conducts meetings to improve construction processes with the trade contractors.
- Maintains good housekeeping practices in homes and subdivision.
- Communicates and interacts with sales associates.
- Follows directives assigned by supervisors and various sources.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises subcontractors.

QUALIFICATIONS:

- High school diploma or general education degree (GED).
- Construction Science Degree preferred
- Certificates, licenses and registrations required:
 - Valid driver's license
- Computer skills required:
 - Good understanding of Microsoft Office Suite
- Other skills required:
 - 5+ years construction related experience
 - Ability to mentor and train Assistant Builders
 - Ability to read, comprehend, and communicate blueprint/construction documents
 - Excellent public relations skills
 - Problem solving skills
 - Communications skills
 - Ability to motivate others
 - Self-motivated
 - Ability to multitask
 - Good organizational skills
 - Exceptional teamwork orientation

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently/Continually required to stand
- Frequently/Continually required to walk
- Occasionally required to sit
- Frequently/Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently/Continually required to talk or hear
- Occasionally work near moving mechanical parts
- Occasionally work around fumes
- Frequently/Continually exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually loud; very loud
- The employee must occasionally lift and/or move 10 pounds
- Specialized equipment, machines, or vehicles used: Personal Protection Equipment