

Montano Homes, LLC

COMMUNITY SUPERINTENDENT

Job Description

Objective: Manage all aspects of the home building process according to MH's quality standards while adhering to budgets, maintaining the construction schedule and the desired level of customer satisfaction via a team approach.

Reports to: Construction Manager

Direct Reports: Assistant Superintendents, Prep & Detail, Field Coordinators

Department: Construction

Last Updated: June 2018

Areas of Responsibility:

I. Scheduling.

- A. Maintain the project schedule utilizing BuildPro.
- B. Schedule and participate in all city inspections.
- C. Schedule all utility inspections and hookups.
- D. Approve purchase orders utilizing the Current System weekly denoting work is complete
- E. Understand, update, and maintain the current lead times for trade contractors and suppliers as well as for the scheduling of city inspections.
- F. Coordinate the scheduling of trade contractors on a daily basis.

II. Materials Management.

- A. Ensure material deliveries are accurate regarding quality and quantity and handle any discrepancies on site.
- B. Properly document all material returns.
- C. Ensure the proper storage of materials to guard against theft or damage.
- D. Inspect construction methods and materials for quality and warranty issues and report to Operations Manager.
- E. Schedule trade contractors on a two-week rolling basis.

III. Trade Contractor Management.

- A. Ensure trade contractors understand and adhere to established scopes of work, schedules, checklists, and quality standards.
- B. Monitor and study plot plans for work with trade contractors.
- C. Approve trade contractor billing through BuildPro daily.
- D. Ensure conflicts with trade contractors are handled promptly and fairly.
- E. Recruit and interview trade contractors and coordinate their hiring with the operations manager.

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- F. Ensure proper communication, training and support are provided to all new trade contractors.
 - G. Solicit feedback from trade contractors on methods of improving processes, systems and construction techniques.
 - H. Provide feedback to trade contractors regarding recurring warranty problems.
- IV. Team Meetings.
- A. Coordinate with sales team to establish meeting dates and times.
 - B. Prior to meetings, review contracts and inspect purchasers' home sites.
 - C. Attend pre-construction meetings in accordance with the established agenda and checklist.
 - D. Utilize the Homeowner's Manual to establish all expectations and policies.
 - E. Work effectively and problem solve with sales team.
 - F. Properly document and follow-up on any problems or issues that arise during pre-construction meetings.
- V. Construction Management Walks.
- A. Coordinate with salespeople to establish meeting dates and times.
 - B. Prior to walk-throughs, ensure homes are completely punched out, cleaned and ready for Homebuyer Orientation Walk.
 - C. Verify the accuracy of all change orders, selections, red lines and option addenda to this point.
 - D. Determine the reasons for and correct any communication errors between the purchasers, sales and construction.
- VI. Job Site and Community Management.
- A. Plan and direct all job site activities.
 - B. Enforce all job site rules and regulations.
 - C. Monitor the organization and storage of all tools and construction materials.
 - D. Monitor the cleanliness and appearance of all community entryways, streets and common areas.
 - E. Monitor construction sites to ensure access to models and specs, trash removal, erosion control measures and the proper location of site equipment.
 - F. Install and maintain temporary walkways for all homes under construction.
 - G. Maintain compliance with SWMP (Storm Water Maintenance Program) on a daily basis during season.
- VII. Quality Control.
- A. Review plan accuracy and communicate any problems to the Design Manager and President.
 - B. Consult with engineers, architects and other consultants on design questions and change orders.
 - C. Ensure MH's quality standards are adhered to during all phases of construction by both company personnel and trade contractors.
 - D. Walk all homes under construction and job sites as needed and conduct quality control inspections using the forms to be provided in the future.
 - E. Constantly look for ways to improve quality and make recommendations to management.
 - F. Determine the 30-day walk-through date with buyer.

- G. Ensure final walk-throughs are conducted on homes prior to closing and ensure homes are completely punched out (per MH program requirements), cleaned and ready for drywall installation.
- H. Monitor warranty reports to identify recurring or preventable items and communicate all necessary information to trade contractors for future elimination of these issues.

IX. Homeowner Relations.

- A. Maintain a courteous, professional demeanor in all dealings with buyers.
- B. Respond to homeowner concerns within 5 working days of receipt from Community Sales Associate.

X. Personnel Management.

- A. Recruit, interview and hire all field personnel with Construction Manager review and approval.
- B. Ensure the thorough training of all field personnel.
- C. Complete quarterly reviews to provide performance feedback and discuss areas for improvement.
- D. Grow and develop skills of Assistant Superintendents, delegating and directing activities to maximize their contribution and to accomplish the project.
- E. Identify and develop promotion potential.
- F. Provide leadership and develop teamwork among field personnel.
- G. Address employee performance problems and take corrective measures to facilitate improvement.
- H. Handle any terminations according to the established procedure.

XI. Control and Reduce Construction Costs.

- A. Maintain control of construction budget.

XII. General Duties.

- A. Maintain current information regarding all zoning or building code issues.
- B. Ensure all homes are locked and unlocked at the proper times each weekday.
- C. Communicate and establish relationships with city officials, land developers, engineers, utilities and home inspectors.
- D. Maintain all job records, including daily logs, scope of work, purchase orders, selection sheets, lot files, permits, and safety meeting documentation.
- E. Maintain up-to-date knowledge of all construction documents, including improvement plans, utilities, and house and plot plans that relate to active projects.
- F. Identify any areas for cross-training or continuing education and take the initiative to locate seminars, workshops, courses, etc.
- G. Conduct regular field meetings for MH personnel and trades.
- H. Support and promote MH's mission statement, core values, and the six criteria for accountability.
- I. Assist with all other special tasks and projects as directed by management.
- J. Maintain a clean job trailer or garage office.

XIII Qualifications

Competency:

To perform the job successfully, an individual should demonstrate the following competencies: Supports Montano Homes Core Values and Vision Statement. Shows accountability in commitments. Adheres to the MH Mission Statement. You must also have a reliable vehicle and a clean and current CO driver's license.

Education/ Experience:

A high school diploma, an AA or BA in construction management a plus.

Five or more years experience in the building industry.

Three or more years experience working in a production home builder-based environment.

Proficient in Reading architectural and structural plans.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Math Ability:

Ability to work with and apply general mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word, Outlook, and Excel. Knowledgeable at updating computer-based scheduling from site.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may be asked to work on scaffolding, ladders, roofs, to inspect work being performed as needed.

Presentation Requirements

Appropriate grooming habits that meet Montano Homes Inc. standards.