



FULL-TIME OFFICE CONSTRUCTION SUPERINTENDENT

A high-end and family-oriented construction company in Calabasas is searching for a **Full Time Construction Superintendent**.

The Full Time Construction Superintendent is responsible for assisting the general manager, project manager, and designer to complete each job on time, on budget and with a high level of quality. This position demands construction knowledge in the remodeling field, the ability to work closely with our design team, our subcontractors, and manage the production daily. This position also demands that the applicant is comfortable utilizing technology such as cloud-based applications (Buildertrend, Google Drive, Drop Box)

Pre-Requisites

Minimum of three (3) years, full- time experience in managing residential remodeling projects

- Manage multiple jobs sites
 - Coordinate city inspections
 - Build and maintain job folders
 - Coordinate materials pickup and delivery
 - Coordinate reviews, and photographer
 - Maintain and manage Buildertrend (construction management software) for the schedule, files, change orders, job daily logs
- Manage multiple crews
 - Create sub-contractor contracts and manage subcontractor bids and approvals.
 - Coordinate gathering information and streamlining cohesiveness between architects, engineers, designers, and contractor
 - Reviews proposals / contracts for feasibility, cost and schedule issues
 - Ongoing evaluation of subcontractors
- Main point of contact with homeowners and city inspectors during construction
- Focus on customer service and keeping the customer satisfied