

PERSONAL BUILDER

JOB DESCRIPTION

Summary/Objective

The personal builders plan, coordinate, and supervise assigned construction projects from the Preconstruction Meeting through the Homeowner Orientation.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conducts a review of all documents, plans, site plans, and site conditions prior to the start of construction and provides feedback to the Vice President of Production.
2. Directs all subcontractors on the construction site.
3. Controls multiple projects at various stages of work.
4. Schedules all work on the site including any necessary government inspection and utility connections and any and all ancillary work required to complete the project.
5. Controls, schedules, and observes the work of Subcontractors during construction to monitor compliance with plans.
6. Inputs status/entries into BuilderTrend.
7. Interacts weekly with clients regarding build process from the Preconstruction Meeting through completion of the Homeowner Orientation Checklist.
8. Approves all change orders prior to the implementation of the change order work.
9. Completes the project through obtaining the final occupancy permit from the relevant jurisdiction.
10. Find new trades and vendors to build and improve construction team as needed.

Travel

The employee will travel extensively to construction sites. Occasionally overnight travel might be required.

Required Education and Experience

1. Associate's degree with combined work experience; or
2. High School diploma and several years of relevant work experience.