

# Storybook Homes

## Superintendent

### Job Description:

General construction apprenticeship working with the Subcontractors, and Customer Service with Homeowners.

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### Major Areas of Responsibility

- ❖ Meet with building inspectors
- ❖ Reviewing prints
- ❖ Managing Subcontractors
- ❖ Dust Control SWPPP's
- ❖ Safety Programs
- ❖ Reviewing job site cleanliness
- ❖ Customer service, working with team and homeowners
- ❖ Scheduling appointments with subcontractors
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**Reports To: Director of Construction – JEFF**

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### Primary Objective

To insure StoryBook Homes' quality standards are built into our homes every day that the house is under construction and maintained until the homeowner takes possession.

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### Required Knowledge, Skills, Abilities, and Education

- ❖ Must have personal reliable vehicle and clean driving record
- ❖ Excellent customer service interaction
- ❖ Speak and Write proficient English

- ❖ Ability to handle many tasks and assignments concurrently through effective organization, prioritization, delegation and follow through
- ❖ College education preferred, but not required
- ❖ 3-4 years experience as a superintendent/assistant superintendent in a single-family production building or like schooling
- ❖ Some specialized training in construction industry related subjects
- ❖ Read and understand the MSA and all work agreements per project
- ❖ Capable of hearing warning bells, sirens, horns, etc.

\*\*\*I understand that this is a general job description and that the duties listed above may vary, be improved upon, or removed depending on need. \*\*\*