

Crown Exteriors Inc.
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Job Field Supervisor

JOB DESCRIPTION

Crown Exteriors Inc., a progressive and fast-growing company in the storm restoration industry, is seeking a full-time residential roofing and siding Job Field Supervisor. We are a team committed to excellence and customer advocacy with competitive compensation based on individual and company success.

Job Responsibilities:

- Manage 2-6 exterior projects each week to corporate standards including organization of materials, limited delivery, and site cleanliness
- Interaction with subcontractors/vendors/customers to ensure effective job execution
- Responsible for quality control and coordination with Project Manager (PM) to create and maintain project schedules for timely completion of projects
- Supervise the day-to-day activities at work sites
- Complete small carpentry and other construction related tasks as needed is a plus
- Act as the liaison between the homeowner, project manager and subcontractors to communicate any schedule or project changes
- Attend weekly meetings with the Production Manager and staff production meetings
- Develop customers' trust through positive and timely actions and communication
- Other duties as assigned by management

Duties:

Pre-Construction:

- Review upcoming project materials prior to walkthroughs with subcontractors
- Assist Production Manager in assembling project estimates as needed

Construction:

- Meet subcontractors at the start of every project
- Monitor & control the quality of construction and ensure scope/company standards are being followed
- Ensure compliance with all state & local building codes and help coordinate required building inspections
- Monitor and support subcontractors actively through the construction process
- Be the point of contact for any site related after-hours emergencies

Close:

- Hold a close-out meeting with the clients obtaining sign off on all satisfactory work and documenting any outstanding issues
- Delegate outstanding issues and ensure timely completion of those issues
- Follow up with homeowners and supervise/complete all warranty items in a timely manner

Qualifications:

- 2 + years of experience working in the construction industry
- Experience working as superintendent or project manager role is preferred
- Ability to be organized, articulate what needs to be done, and communicate priorities with necessary team members
- Strong problem-solving skills
- Ability to operate independently in a fast-paced environment as a self-starter

Compensation/Benefits:

- Salary commensurate with experience
- Benefits:
 - 401(k)
 - Health/dental/vision insurance
 - Disability income insurance
 - Responsible Time Off (RTO)
 - Use of a Company Vehicle

Job Details:

- Full-time
- Day Shift
- Monday to Friday and Saturdays as needed during the busy season

Education/ Experience:

- Construction Experience: 2+ years or 1 year class (Required)
- Project supervision: 2 years (Preferred)

License/Certification:

- Driver's License (Required)