

Hubble Homes
Job Description – Lead Construction Manager

Department: Operations
Reports To: Director of Operations
FLSA Status: Non-Exempt
Prepared Date: Jan. 2, 2018

PURPOSE OF POSITION

Manage the overall construction operation. Direct work progress of superintendents and other support staff.

Establish production goals and monitor construction operations. Coordinate all of those involved in the construction process from the customer to the finished product.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serve as authority on construction methods and materials, construction standards, and company construction policies and procedures.
- Maintain knowledge of current applicable building codes, zoning ordinances, OSHA requirements and other legal restrictions.
- Know performance criteria and construction standards of each of the subcontractor trades.
- Maintain good current understanding of basic surveying principles and practices.
- Maintain good current understanding of various scheduling theories and methods.
- Maintain good current understanding of accounting and other business practices.
- Use established supervisory and motivational techniques to motivate all employees, suppliers and subcontractors to peak performance in quantity as well as quality.
- Operate word processing, spreadsheets, database, E-mail and applicable scheduling programs.
- Participate in the National Association of Home Builders (NAHB), local state home builders association as well as other trade associations in conjunction with other managing personnel.
- Make quick, accurate decisions when necessary and take responsibility for decisions.
- Keep abreast of the latest trends of the construction industry through study of literature, talking with material suppliers, involvement in NAHB, etc.
- Maintain a high degree of integrity and honesty in all business and personal affairs.

- Maintain a good cooperating relationship with engineers, subcontractors, employees, material suppliers, the contractor, customers, the general public, etc.
- Enforce and constantly improve our company methods of construction, quality standards and operating and control procedures for all the various aspects of construction, including subcontractors, suppliers, etc.
- As required, propose design and establish check lists, business forms, and reports for inspection, quality control, cost control, standard operating procedures, computer programs and reports.
- Maintain uniform construction methods within the company and support company policies and construction standards. Make suggestions for improvements within the system on a continuous basis.
- Propose with support data alternate methods of construction for cost efficiency and quality while at the same time keeping in mind the need for consistency and standardization within the company. Subject approval of Director of Operations for deviations from the norm.
- Based on the established methods of construction, along with counterparts monitor and constantly improve standard scopes of work for subcontractors.
- Interview applicants, hire and discharge construction employees.
- Plan for company's future need with regard to staffing construction personnel.
- Coordinate training of existing and future superintendents and quality managers. Monitor each employee's career path and plan a training program with each employee to assure progress commensurate with abilities.
- Conduct, coordinate, or participate in periodic training sessions for all construction personnel including safety training compliance.
- Organize time and the time of others to accomplish the various complex interrelated tasks of construction.
- Plan, conduct and attend meetings with others related to construction specific issues.
- Integrally involved in the final approval of selection of subcontractors.
- Develop long range as well as short range overall plans for the construction operations after consulting others.
- Monitor production management and control systems within the company.
- Keep accurate and adequate records.
- Oversee cost control of the various construction projects.
- Coordinate the construction process of homes with all superintendents.
- Monitor construction progress of each home on a daily basis.
- Review variance purchase order reports on a weekly basis and identify common problems or trends. Along with Director of Operations, develop solutions to most common problems. Work with superintendents to solve individual variance problems.
- Meet with superintendents and other affected personnel as often as necessary to coordinate efforts and solve mutual problems.
- Assume ultimate responsibility for the safety program of the company. Monitor safety performance on the job sites.

- Make recommendations to the Director of Operations with regard to salaries, wages, bonuses, etc. for construction personnel.
- Evaluate and communicate evaluations of all construction personnel under position's direction.
- Maintain high morale for employees and trade vendors and personnel and others under position's direction.
- Attend seminars and training sessions to improve business skills, productivity, safety, construction techniques, etc.
- Suggest changes in construction procedures to improve construction process excellence and quality, and reduce costs.
- Require that all information, reports, and problems be solved where possible by those to whom the responsibility has been delegated and require that proper channels of authority be followed.
- Delegate authority and responsibility to subordinates and accept responsibility for their performance.
- Integrate all of the above into an organized, controlled, smooth-flowing system.
- Accomplish any other tasks as required by the position Director of Operations.