



## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Superintendent</b>	<b>Location:</b>	Bee Cave, TX
<b>Company:</b>	Jenkins Custom Homes, Inc.	<b>Department:</b>	Construction Operations
<b># of Positions:</b>	1	<b>Salary:</b>	Commensurate w/ Experience
<b>Job Type:</b>	Full Time	<b>Benefits:</b>	401(k), Holiday, Vacation & Sick Days

### **Candidate:**

Are you looking to use your construction management skills in a fast-paced and fun environment? Do you want to be an integral part of a team that builds dreams? Do you want to be part of a company where your work matters? If so, keep reading.

### **The Team:**

Jenkins Custom Homes is a mission driven company whose main focus is to design and build the finest living environments possible. We believe that we create tangible assets that improve the life of the occupants and therefore, ultimately, the community they serve. We are passionate about doing work that matters. How do we do that? We apply our skills and services with the goal of excellence in all that we do.

### **Our Culture:**

We are a small company where every team member matters and is important. We are self starters and solution providers. In teams that win, all team members are required to contribute at a high level. To work here, you must be passionate about the company's mission and the service of others. You must be a "go-getter." We don't hire just to fill a seat, we want team members that will contribute their skills and talents right out of the gate.

### **What We Need:**

We need a person with **drive, a passion for home building, and a commitment to excelling in the science, methods, and materials of construction.** You MUST be excited about, and able to do the following:

- Develop and maintain a project schedule in Microsoft Project from conceptual design to occupancy.
- Be first to the jobsite and last to leave.
- Take responsibility for jobsite cleanliness and housekeeping.
- Maintain database of trade partners and vendor contact information.
- Distribute plans, specs., schedules and related documents and correspondence to appropriate parties.
- Coordinate all client generated change orders with the client, vendors, and trade partners. Make sure all construction documents are current and that all trades are working off of current information.
- Communicate with trade partners and vendors about scheduled deliveries, schedule deficiencies, and any installation deficiencies.
- Insure Quality Control and that all projects adhere to applicable building codes and best practices.
- Compare invoices against purchase orders. Approve payment of all vendor and trade partner invoices.
- Manage all third party inspections.
- Manage all material credits and returns.
- Continually study best practices.
- Understand and apply the 2006 International Residential Code.
- Train your replacement.

### **Skills / Tools You Must Have:**

- Software: Microsoft Office, Microsoft Project.
- Tools: Pick-up Truck capable of hauling misc. construction materials.

### **Last But Not Least:**

We hire only the best. Hiring is not something we take lightly. While you invest in the company, we want to invest in you, so we desire a long term relationship. Hours are typically M-F 8:00am to 5:00pm. Additional hours will be required during special events. The dress code is long pants and a collared shirt. Work boots are essential. If you're a "go-getter" and this is a position you feel absolutely passionate about and qualified for, please forward a letter outlining why you want to work for Jenkins Custom Homes along with your resume to [jobs@newhousebuilder.com](mailto:jobs@newhousebuilder.com). Please, NO phone calls.