HENDEL

BUILDING • RENOVATIONS • HIGHLY DETAILED RESIDENCES

Site Superintendent Assistant

Hendel Homes is looking for a Job Site Assistant to assist the Site Superintendent in daily high-end residential tasks.

WORK LISTING:

1. Assist Site Superintendent in all project work for compliance with contract, standards, and selections, as well as state codes and city requirements.
2. Be familiar with the subcontractors and vendors.
3. Maintain a clean job site, which presents Hendel to our vendors, clients, and community as a company who cares about the small details.
4. Communicate and provide daily and weekly progress reports on each home under supervision to Site Superintendent.
5. Problem solve when issues arise and figure out sensible solutions.
6. Recommend changes to improve or correct plans, specifications, and standards.
7. Support Site Superintendent in Coordinating punch list items on 90 day and 1 year service lists as soon as possible. Completing unfinished items is our last chance to leave a favorable impression with our clients.
8. Work with Project Managers to effectively have all materials on site and organized.
9. Maintain our high-level of quality control with product implementation.

POSITION STANDARDS:

1. All Hendel homes under construction shall be managed to a basic standard of safety. Items such as safe gang planks, hard hats, safety glasses, and power cords in good condition, must be managed with an example set by the Site Superintendent. This is critical to each person's safety, including clients, on the construction site and to avoid unnecessary risk and liability to Hendel Homes. This must be addressed daily to assure our level of safely is compliant.
2. Assist Site Superintendent to complete all homes in pre-determined project schedule.
3. Assist Site Superintendent to complete homes with Hendel Standards and industry code and requirements.
4. Assist Site Superintendent to complete all homes in accordance with contract documents, standards, color selections and options.
5. Job Site Assistants are a face of Hendel to all clients, subcontractors and vendors. This role is important and must project a high level of integrity, knowledge, and a professional image.

To apply, please submit your resume along with a cover letter highlighting your relevant experience to **info@hendelhomes.com**.