

# PRODUCTION SUPERVISOR

Are you looking for a rewarding career with one of the leading homebuilders in the St. Louis area?

## OVERVIEW

The Production Supervisor is responsible for all construction activity within their assigned communities, including the scheduling and supervision of all trade partners and the inspection and acceptance of the work performed in each phase of construction on every home. This role is also responsible for supervising Production Assistants.

*This is a Full-time Position: Monday - Friday*

## WHY ROLWES?



Health & Dental Insurance



401K Profit Sharing



Paid Vacation



Quick Hiring Process

## ESSENTIAL JOB FUNCTIONS

- Organization of all construction activity, including preparation of weekly schedules.
- Enforce scheduling and the quality of workmanship by reviewing job sites to ensure that the house is delivered to the customer within the time specified and in an acceptable condition established by the company.
- Act professionally and courteously when dealing with coworkers, trade partners, inspectors or homeowners. Ensure communication with homeowners continues throughout the construction process and warranty period.
- Order, calculate, and schedule delivery of materials or supplies as needed.
- Obtain government inspections as needed and represent company at such inspections.
- Act as a liaison with utility companies relative to the installation and activation of gas, water, electric, sewer services.
- Ensure that assigned communities have an orderly appearance and provide appropriate bins or receptacles for disposal of scraps or unwanted materials.
- Ensure that weekly calls are made to each homeowner during the construction process.
- Maintain appearance of Model and/or Market Homes in assigned communities.
- Supervise construction sites, addressing safety concerns immediately. Ensure that hazards are marked appropriately.
- Perform warranty work as requested by homeowners within company guidelines.
- Monitor and evaluate construction materials and expenses ensuring cost control methods are used.
- Ensure all homes under construction are secured, thermostats are set to company guidelines, and lights are turned off at the end of each day.
- Develop and nurture trade partner relations to ensure open communication and feedback as necessary.

## KEY ATTRIBUTES

- Great Attitude
- Friendly
- Organized
- Meticulous Attention to Detail
- Time Management
- Follow Up and Control
- Excellent Planning and Prioritizing Skills
- Endurance
- Good Written and Verbal Communication

## COMPANY ATTRIBUTES

- Honesty
- Integrity
- Team Atmosphere
- Hard Working
- Dedicated
- Goal Oriented
- Results Driven



**ROLWES**  
Co.

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*Rolwes Company is an equal opportunity employer.*