

4Corners Homes

Job Description

Job Title: Builder
Department: Production
Reports To: VP of Construction
Completed By:
Date: 1/18/2012

SUMMARY

Under the supervision of VP of Construction is responsible for the scheduling and management of specific 4CORNERS staff and all subcontractors operating on 4CORNERS building sites on all aspects of production to oversee company procedures and quality, up to the time of delivery of homes to the buyers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Is directly responsible for all activities related to home building, including permitting, inspections and regulatory activities of each unit under development. Is responsible for the implementation of a strategic plan to manage construction to deliver products according to 4CORNERS standards, on schedule.

- 1) Coordinate subcontractors through ongoing communication with foreman and/or superintendents for one or more projects. Is the on-site 4CORNERS representative to assure:
 - Subcontractor coordination through ongoing communication with foreman and/or superintendents
 - Productivity of subcontractors through ongoing communication with foreman and/or superintendents
 - Proper conduct of anyone working or visiting on-site through ongoing communication with foreman and/or superintendents
 - Work standards, completion and quality of each trade's contracted scope of work through ongoing communication with foreman and/or superintendents
 - Vendor deliveries
- 2) Assure the timely processing all company documents for approvals and accounting (POs, MPOs, work orders, check requests), and company communications to keep management informed when you need:
 - Advice
 - Assistance
 - To report a problem
 - Delivery verification
- 3) Provide timely communication with all subcontractor management on 4CORNERS construction sites to maintain:
 - Cooperation on the job
 - Orderly progress to building homes
 - Safety
 - A clean home and jobsite
 - Delivery schedule of homes under construction
- 4) Provide timely communication with 4CORNERS management to ensure:

- Daily reporting of homes' construction schedules in BuildTopia (BT)
 - Completion of all 4CORNERS reports to establish daily/weekly record of activities
- 5) Report to company offices and field locations as required for meetings.
 - 6) Protect development, equipment and materials from vandalism and theft.
 - 7) Manage weekly updating of the professional Sales Executive of 4CORNERS. Maintains productive relations with buyers, assuring our company mission to deliver satisfaction and quality that meets or exceeds expectations, and may include:
 - Pre-construction meeting with buyer and sales
 - Pre close-in meeting
 - Two Pre-Settlement walk-throughs
 - Returning phone calls within 24 hours.
 - 8) Assure the public, prospects, buyers and working partners of the company mission to work together to deliver satisfaction and product quality and Gives All a Great Experience.
 - 9) Provide timely warranty service after closing. Responding with urgency as appropriate and no longer than 24 hours. Assigning service orders to subcontractors as needed and supervising a timely completion.
 - 10) Expected to demonstrate 4CORNERS Core Values:
 - * Exhibits Modesty & Humility Alongside Confidence
 - * Passionately Does Whatever it Takes
 - * Be a Pro, Work with Pro's
 - * Do the Right Thing, for the Right Reasons (granny test)
 - * Understands Value of Reputation

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: training newer employees; planning, assigning, and directing work of subcontractors; appraising performance; addressing complaints and resolving problems among employees, subcontractors and buyers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma required. Education and/or training in the building industry or trades leading to a degree and/or certifications highly desired.

Construction management experience of 5 years required, or a combination of related technical ability and managerial responsibility.

LANGUAGE SKILLS

Ability to read, analyze, and interpret construction industry jargon, technical procedures and governmental regulations. Ability to read business correspondence, procedure manuals and

construction plot and house blueprints. Ability to effectively present information and respond to questions from groups of government agencies, managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve problems with a variety of competing variables encountered in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains a valid Drivers License, and auto insurance.

Must be available to work legally in the USA.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; climb, talk, hear and see. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be loud due to a large variety of machinery. Exposure to physical risk is present daily, requiring vigilance on the part of the employee for their own safety, and the welfare of others. Environmental irritants include heat, cold, dust, dirt, mud, trees, flowers, grass, pollen, numerous allergens and materials additives.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

HR Manager Name

HR Manager Signature

Date