



## *Role Description*

# ASSISTANT SUPERINTENDENT

## Purpose + Scope

An Element Built Assistant Superintendent is self-motivated, reliable, and a multi-tasking guru who works well with a team and our trade partners. With a passion for details and organization, they work closely with community Superintendents to manage the construction site. Strong time management and communication skills, they make effective decisions and stay calm under pressure. Most importantly they understand how their role supports our overall commitment to our mission of Building Differently.

As far as experience goes, this is someone who has knowledge in residential construction and all the components needed to construct a home. Some key responsibilities include scheduling, supervising workers, and meeting with trades and customers. The ability to proficiently problem-solve and offer solid communication skills and work well with others is a must.

## Position in Organization

Reports To: Superintendent

Budget Oversight: TBD

Experience: 2+ years of residential homebuilding experience

## Key Responsibilities

This role will include the following core responsibilities and other duties as required by the company.

### CONSTRUCTION MANAGEMENT | 100%

- Assist with management of the overall project, including the start and finish of all homes built.
- Must be comfortable interacting with homeowners on a regular basis.
- Meet regularly with our sales team to discuss building progress and buyer's needs.
- Ensure quality standards and customer satisfaction are maintained throughout the construction process.
- Inform the Superintendent daily as to the status of each activity.



- Assist with conducting Homeowner Field Verification Walks (Frame Walk) with buyers
- Must be able to read plans and track all changes required throughout the project. This will require communication and coordination with the engineer, city officials as well as upper management.
- Strong attention to detail. We pride ourselves on the quality of homes we build.
- Assist with managing all job site safety, must have general knowledge of proper construction safety practices
- Follow-up to ensure that subcontractors report to the construction site as scheduled, coordinates and provides assistance when required to ensure smooth work flow.
- General knowledge of SWPPP and OSHA standards with its best management practices to monitor and adhere in the field.
- Interact with all trades, sales teams and home buyers in a professional and supportive manner.
- Assist the Superintendent with scheduling and updating schedule for trades for all components of building the home. Must update management regularly on the progress.
- Display a cooperative attitude at all times.
- Reports to the Superintendent
- Other duties as assigned.



## Our Mission | Building Differently.

We change the way people live through fresh ideas, livable solutions, and compelling designs. The reality is, building homes is only half of it. Our real mission? Helping people build a life they love.

## Culture Code | Our Values.

### MAKE CONNECTIONS | TALK ABOUT IT

We provide honest communication to our team and our customers. We don't like closed doors—this is not that kind of place. We say what needs to be said (with respect and maybe some humor), find solutions, and focus on what's next.

### BE RESPONSIBLE | OWN IT

Feel empowered to move forward. Don't be frozen by indecision. Use good judgment, make the call, or work with others to find a way. Always have the best intentions of our team, customers, and the company in mind. In that order. We don't like to pull rank. Our goal is you know where to go and how to get there.

### BE UNCOMMON | CREATE IT

We are passionate about quality and creativity—and about being remarkable. We want to lead the way when it comes to new ideas, creative designs, and building homes that enhance lives. It takes a solid foundation to be uncommon—and we look for opportunities to dream, build, fail, take chances, and succeed.

### HAVE EMPATHY | CARE ABOUT IT

Always seek to understand. Listening goes a long way. Go beyond understanding someone's point of view, but act with compassion and respect for one another, customers, and our partners.

### SPEAK UP | SAY IT

We are always looking for the best idea in the room, not where those ideas came from. If you have an idea or input on someone else's, we want to hear it. Even if it's not the lightning bolt we are searching for, it might be the spark we need to discover something brilliant.

### BRING THE FUN | ENJOY IT

Life is short, have fun. While hard work is necessary, stress hinders creativity and results matter more than the hours we work. We believe in a blended life and not the impossible work/life balance. That wins at work and at home should be celebrated, taking care of yourself matters, and there is always room for fun in shared successes.

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Manager Signature + Date

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Employee Signature + Date