Project Manager/Site Superintendent

About Epcon Communities

At Epcon Communities, our mission is to build homes, neighborhoods, and lifestyle that provide One Remarkable Experience for our residents. What’s behind One Remarkable Experience? Our associates! Their commitment to exceptional customer service and superior homebuilding quality ensures every new resident is a happy homeowner! Of course, our award winning home designs, private courtyard living, and maintenance-free lifestyle are an added bonus! So join our team and you can make owning an Epcon home One Remarkable Experience for our next resident!

Job Description

Epcon Communities, Inc. is actively seeking a professional Project Manager to join our Construction Team in Columbus, Ohio.

The Project Manager will be responsible for: managing all day-to-day construction operations within budget and on time; ensuring adherence to quality standards and workplace safety; and effectively communicating with, supervising and building strong relationships with all contractors. Specific duties include:

- Manage the daily production schedule, scheduling all contractors and other vendors and ensuring all work is completed on-time and to Epcon’s quality standards.
- Schedule all city inspections required throughout the vertical construction process, and ensure any inspection follow up areas are completed in a timely manner and to all parties’ satisfaction
- Perform all field measurement work to ensure building standards are met, and contractor work, material supply, and invoices are accurate.
- Ensure safety requirements and standards are adhered to at all times.
- Conduct daily walk-throughs of each home to ensure production schedule is on time and quality standards are being met.
- Manage Quality Mark inspection program to ensure a zero-defect home is delivered.
- Review all supplier invoices and participate in monthly processing of all payments.
- Lead homebuyer meetings and walk-throughs providing exceptional customer service at all times.
- Utilize BuildTopia daily to enter all construction activities, and manage the overall construction process.
- Establish and maintain excellent working relationships with all contractors, including setting clear expectations upfront including adherence to job scopes of work, frequent and open communication, and co-inspection of services performed.
- Conducts weekly meetings and works closely with the Sales Consultant to understand the home specifications, and to ensure home is being built to the sales contract.
- Monitor and maintain all models, sales office, and clubhouse (if applicable), ensuring exceptional customer and resident experiences.
• Keep Senior Management and Purchasing Department informed of the on-time delivery and quality of homes, contractor performance, material quality or delivery problems, and other issues with regards to the home and/or site. Maintain accurate log of these activities.
• Look for and communicate opportunities for improvement in any on-site activity.
• Coordinate and assist Site Development Manager through the completion of all development work within the site.

Requirements

• High school degree or GED required; bachelor’s degree in Construction Management or equivalent preferred
• Minimum of three years of experience in residential construction required
• Excellent team, communication, and relationship-building skills
• Ability to manage multiple demands, priorities and projects at one time
• Attention to detail and strong project management skills
• Works well under pressure and adheres to timelines without sacrificing safety or quality
• Ability to delegate and follow-up on tasks with contractors and other vendors working on-site.
• Proficient with Microsoft Excel and builder software; able to key information timely and accurately
• Exceptional customer service skills

Compensation & Benefits

Epcon Communities offers a competitive base salary ($60,000-$70,000) plus production bonus. The benefit’s package includes:

• Health benefits including medical, dental, & vision coverage
• Company-provided life, accidental death and dismemberment insurance
• Short- and long-term disability coverage
• 401(k) Profit Sharing plan
• Paid time off, including holidays and vacation

To Apply

Please submit a current resume to hr@epconcommunities.com.

_Epcon Communities, Inc. is an Equal Opportunity Employer._