

POSITION

Service & Renovation Lead

DEPARTMENT

Production

To Whom the Position Reports

Director of Production

Summary

Manage punch lists, maintenance, emergency repairs, renovation, and small additions for established SMCo client properties. Plan and oversee work on several large and myriad small projects at once, with impeccable attention to client communication, scope, schedule, budget, and quality.

Specific Responsibilities

1. Maintain a detailed and up to date list of open and completed projects and service tickets
2. Manage projects including estimates, client communication, budget tracking, job schedules, and subcontractor communication.
3. Communicate with clients on project scope, schedule, costs, and expectations.
4. Prioritize and balance across competing schedule, trade partner, and crew needs
5. Perform building assessments to identify maintenance needs, opportunities, and constraints for renovation and upgrade of existing systems.
6. Confer with Production, Architecture & Engineering, and Energy Technology staff, and with trade subcontractors, to coordinate activities and resolve work procedure issues, complaints, and/or construction problems.
7. Provide quality assurance by ensuring that specifications are met at project completion.
8. Represent SMC in a professional manner in conversation and resolution of work procedure issues, complaints with clients, colleagues, and trade subcontractors.
9. Coordinate maintenance and remodeling work at SMC HQ facility.

Committee Membership

Company Meetings, Production Leadership

Immediate Subordinates

Carpenter, Carpenter Apprentice, Assistant Production Foreman

Qualifications, Skills & Knowledge Requirements

1. Minimum: ten years work experience as caretaker, contractor, or frame to finish carpenter
2. Excellent planning and organization skills
3. Broad and deep experience assessing and working on existing buildings
4. Experience defining and troubleshooting a scope and sequence of work
5. Ability to plan and perform work in highly finished and owner-occupied spaces
6. Understanding of building science and ability to implement high performance detailing
7. Sufficient knowledge to coordinate HVAC, plumbing, electrical, and other skilled trades on project site
8. Substantial computer experience, including fluency with Microsoft Office and other digital tools

Licensing and Professional Associations

Construction Supervisor License, Hoisting License, OSHA 40 Card

Physical Requirements

Comfortable lifting and carrying heavy equipment and materials. Comfortable working in attics, knee walls, basements, crawlspaces. Comfortable with heights. Comfortable working on ladders and on roofs. Comfortable working outside in a range of seasons and weather conditions.

Compensation and Benefits

Full-time position with benefits

Wage range: Project Manager & Licensed Design/Engineering Professional

Possible Career Path Options

To be determined