



TITLE: Finish Coordinator (Foreman), New Homes
REPORTS TO: Construction Superintendent
JOB STATUS: Full Time, Non-Exempt (Hourly)
LOCATION: Construction sites throughout Greater Rochester, Finger Lakes & Southern Tier

POSITION SUMMARY

Responsible for minor repairs and maintenance activities from construction, quality control inspections and warranty requests on new, model or quick delivery homes and design studio. Responsible for inspecting construction activities, to minimize callbacks for unfinished or substandard work and to ensure site safety, maintenance, upkeep, security and protection of Riedman Homes and neighborhoods throughout the construction process; ensures every new home is safe, secure, clean and ready for homeowner walkthroughs, final homeowner orientation and closing;

ESSENTIAL FUNCTIONS

- Proactively reviews construction sites and neighborhood conditions to ensure adequate safety, upkeep & security;
- Effectively prioritizes tasks and brings the proper supplies and tools to complete each job.
- Performs minor repairs and maintenance activities including but not limited to:
 - Painting
 - Light trim or framing work
 - Caulking
 - Drywall repair
 - Light plumbing
 - General construction clean-up, including sweeping & power washing;
- At direction of Construction Superintendent, initiates & supervises vendor and/or trade callbacks to rectify substandard work or warranty issues.
- With Construction Superintendent, ensures quality finish of final product.
- Additional responsibilities as assigned

MINIMUM QUALIFICATIONS

- Requires high school education (or equivalent). Vocational or related technical studies in the areas of plumbing, HVAC, mechanical and electrical preferred.
- Minimum of 2-3 years of related construction or maintenance experience.
- Valid, clean driver's license required.
- Previous customer service experience helpful but not required

SKILLS AND ABILITIES

- Ability to service both, internal & external customer needs in a professional and consistent manner;
- Must be detail oriented, assertive and a self-starter;
- Must have general construction knowledge and skills including, but not limited to, basic framing, drywall, trim paint, electric, and plumbing;
- Ability to demonstrate a commitment to the Company Mission and the Riedman Core values.

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 speak, hear and see. The employee is frequently required to lift and carry up to 75lbs., stand, sit, stoop, kneel, and/or crouch and climb stairs to review progress at construction sites in all phases of construction.

The employee is also required to drive and travel throughout Greater Rochester, Finger Lakes and Southern Tier regions and be able to work additional hours as necessary to maintain project schedules;

WORK ENVIRONMENT

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 work environment is primarily outdoors, (typical for new home construction), and may be subject to working in inclement weather.