

CONSTRUCTION COORDINATOR I



Exempt

Job Reports to: Division Construction Manager/Area Construction Manager/CC IV/CCIII

Location: Livingston, Oakland, Washtenaw, Wayne County Areas

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

Construction Coordinator I is Lombardo Homes' entry level construction management position, responsible for acquiring all necessary knowledge required to manage new home construction in accordance with Lombardo Homes' standards of excellence.

The nitty-gritty stuff

- Monitor completion of all required municipal inspections per construction schedule.
- Complete all internal quality in-lines per construction schedule, and ensure homes are ready for quality inspections on their scheduled date.
- Learn and understand construction plans, specifications, scopes of work, and Lombardo Homes' standards of excellence, in order to provide framework for effective contractor interactions.
- Maintain home site and community cleanliness including but not limited to community entrances, streets, common areas, model and inventory homes.
- Monitor job site safety daily and eliminate any unsafe working conditions.
- Maintain a current knowledge of state building codes and any municipal ordinances.
- Other duties that may be assigned by Lombardo Homes of Southeast Michigan.

WHAT YOU NEED

- High school diploma or equivalent
- 1-3 years Construction field experience
- Ability to read and understand construction plans, specifications and scope of work
- Have an understanding of OSHA safety standards
- Maintain current knowledge of state building codes and municipal ordinances
- Possess a take-charge attitude and be able to handle high pressure situations
- Strong organizational, planning and time management skills
- Strong communication and interpersonal skills
- Microsoft Office and other general computer knowledge

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.