

Construction Coordinator



Job Reports to: Division Construction Manager/Area Construction Manager/CC IV/CCIII
Location: Ann Arbor and surrounding 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 is Lombardo Homes' intermediate-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.
- Obtain all necessary permits in accordance with divisional slotting schedule.
- Attend weekly sales meetings with community sales manager and lead construction coordinator.
- Learn and understand construction plans, specifications, scopes of work, and Lombardo Homes' standards of excellence, in order to provide framework for effective contractor interactions.
- Learn how to conduct Pre-Construction Orientation, Pre-Drywall Orientation, and New Home Verification in accordance with Lombardo Homes' requirements.
- Enforce Lombardo Homes' standards of excellence, via scopes of work, manufacturer requirements, and quality in-line inspections.
- Monitor job site safety daily and eliminate any unsafe working conditions.

WHAT YOU NEED

- High school diploma or equivalent.
- 3+ years Construction field experience.
- Ability to read and understand construction plans, specifications and scope of work.
- An understanding of OSHA safety standards.
- Current knowledge of state building codes and municipal ordinances.
- 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.