**Builder (Construction Manager)**

**About Us:**

Keystone Homes is a strong and growing new construction homebuilder. Keystone focuses on building quality, affordable housing in the CSRA, Greenwood, Statesboro, Savannah, and soon to be Brunswick areas. Keystone is constantly focused on improving ourselves and its operations to provide a better product to our buyers and a dynamic, enjoyable work environment for its employees. To learn more about Keystone Homes visit [www.BuildKeystone.com](http://www.BuildKeystone.com).

**Summary:**

Keystone Homes wants a person to supervise the construction of our homes in Statesboro, GA. The Builder will be responsible for following pre-determined schedules and supervising home construction from home-site clearing to final punch-list. This person will be responsible for ensuring construction meets applicable building codes. This person will communicate with building officials, trade partners and other Keystone employees. This person will report to our Vice President of Construction.

**Specific Tasks of Job:**

* Follow pre-determined schedule and supervise home construction from home site clearing to final punch list, schedule should be updated daily
* Inspect homes daily to ensure quality construction and conformance to building codes and Keystone specifications
* Complete all inspection reports for each stage of construction
* Ensure that construction meets applicable building codes and communicate with building officials regarding same
* Complete homes on a timely basis to meet closing schedules
* Keep jobsites clean (exterior and interior) throughout and after construction
* Attend weekly construction meetings with builders
* Builder will contact customers at least once every two weeks while home is under construction to keep customers informed of construction progress.
* Builder will interact with customers when customers contact the Builder
* Complete all punch lists that meet specs.
* Minimize waste and maximize production while maintaining a good relationship with Keystone trade contractors and vendors
* Return all unused material and adjust Purchase Orders
* Ensure safety is maintained on all home sites
* Review neighborhood construction plans and final plats
* Conduct neighborhood site evaluations to determine foundation type
* Prepare model home office layouts and building layouts
* Assist in other special projects
* Document any back charges or fines that need to be enforced
* Conduct a completed home checklist on all houses as scheduled
* Conduct a homeowner orientation with the buyer as scheduled. Consistently follow the orientation script ensure that necessary information is being conveyed during the appointment
* Conduct a pre-closing evaluation two days before closing to ensure that all items from homeowner orientation are completed and that home is ready for move in
* Maintain a working knowledge of the Quality Builders Warranty Handbook and pg. 65 -68 of the Residential Construction Performance Guidelines 2nd Edition
* Attend weekly meetings with appropriate sales team
* Conduct EPO reviews with Purchasing Manager
* Approve Purchase Orders for payment on a weekly basis

**Desired Experience and Skills:**

A high school diploma or GED is required. A bachelor's degree or an advanced degree in a related field is a plus, but Keystone will evaluate and consider other degrees, certifications, and experience. This person will need a good driving record, as they will need to drive to and from each of our communities in the Statesboro area. A company vehicle will be provided.

**Compensation and Benefits**

* Base salary range $55-75k based on education, experience licenses, and certifications
  + Builder will be eligible for bonuses up to 20% of base salary upon meeting company standards in the management of home construction
* Cell phone allowance
* Company provided vehicle
* 8 paid holidays and 16 days PTO per year, accrued monthly
* 401k program: Eligible to participate after 1 year of service at next enrollment (Jan. or July). 100% match up to 3% of salary contributed. 50% match for contributions over 3% but under 5%.
* Health insurance available 90 days after hire
* Dental and Vision coverage are offered, to be paid 100% by employee

**Pre-employment Testing:**

The Company is a drug free workplace. Therefore, the candidate will have to pass a pre-employment drug test. The candidate will also have to take a DISC profile personality test and an interest test which can be found on Tony Robbins website. The candidate will be asked to take a Wonderlic test, which measures management aptitude.

If you believe you are a great fit for this position, please email your resume to Amber Capell – [acapell@buildkeystone.com](mailto:acapell@buildkeystone.com).

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