

# Residential Construction & Remodeling Foreman/Supervisor

## Position Overview:

The **Residential Construction & Remodeling Foreman/Supervisor (RCF)** plays a pivotal role in the day-to-day operation of the construction and restoration division of Soil-Away. The RCF ensures accurate project documentation and invoicing along with client satisfaction. RCF's work hand-in-hand with our clients, adjusters, subcontractors, vendors, estimators, and executives. This position is 50% office and 50% field work.

## Primary Responsibilities:

Ability to proactively communicate job details, scope of work, and problem resolution with all parties involved in a loss i.e. homeowners, insurance professionals, property managers, business owners, subcontractors and vendors.

- Ability to work in the field, as part of a team to accomplish all assignments in a timely fashion.
- Ability to manage construction schedules and budgets.
- Ability to learn PPM and CRM software platforms for project and client management.
- Field calls from customers and /or field workers to answer questions on processes, procedures, standards, products used etc.
- Manage multiple jobs in the field with one or more teams.
- Complete all job documentation in order to invoice for work completed in a timely fashion.
- Empathy and a sense of urgency in dealing with property owners who have suffered water, fire, smoke, or mold damage.
- Support Senior Management, Estimators and Administration to ensure estimates, invoicing and projects are being completed and invoiced on time and are on budget.
- Develop and maintain positive working relationships with clients, adjusters, vendors and subcontractors.
- Report all project specific data in a timely manner to the department specific reporting form(s) for weekly team meetings and accountability reporting to insure individual and company goals are being achieved.
- Work in harmony with all departments to ensure continuity throughout the company.
- Dress and behave in a professional manner that instills confidence and expertise with a positive attitude

## Supervisory Responsibilities:

Supervisory responsibilities associated with this position may include restoration estimators, technicians, laborers, subcontractors and vendors etc.

## Education and/or Experience:

5+ years experience in construction (restoration industry experience is a plus)

2+ years of Xactimate experience preferred

College degree preferred, minimum high school

**Requirements:**

- Must have a valid NH driver's license.
- Comprehensive knowledge of building codes, standard construction methods, equipment, products being used
- Experienced with Microsoft Office Applications (Word, Excel, Outlook etc.)
- Must be highly organized and detail-oriented.
- Must be able to manage multiple projects simultaneously.
- Must have excellent Customer Service skills.
- Must be able to work independently and be self motivated and self-disciplined.
- Must be comfortable with computers/technology.
- Excellent interpersonal, oral and written communication skills are required.
- Keyboarding skills are required.
- Strong mathematical and analytical skills are required.

Job Type: Full-time