



## Job Posting

**Date:** March 4, 2020

**Job Title:** Field Superintendent – Interior Finish / Remodel Specialist (Full Time, Year-Round, Exempt)

**Reports to:** Project Manager

**Salary:** Depending on experience

Mark Tanner Construction is the leading builder of custom homes in the Lake Tahoe and Truckee area since 1994. We specialize in creating livable, workable, and flexible spaces that meet the needs and inspirations of our clients. Mark Tanner Construction is not just a construction company, but a team that puts value and creativity behind every project.

**Job Summary:** We are seeking a Field Superintendent who specializes in remodels and interior finish. This position would be responsible for remodel construction projects, from mobilization to completion with emphasis on interior finish, by providing the knowledge, skill and experience to run day-to-day operations on the job site. The Superintendent works closely with the Subcontractor(s) to ensure that they are focused on quality and workmanship that meet industry standards. The daily direction and coordination of the project by the Superintendent ensures that the work is carried out safely, correctly, within budget and on schedule.

### Essential Duties and Responsibilities:

- Communicates with clients, subcontractors, designers and employees in an effective manner;
- Creates daily, weekly, monthly and annual schedules for projects and executes on these deadlines. Communicates effectively with all parties in relationship to this schedule. Sends out biweekly schedules on all projects to update the accuracy of schedule;
- Responds professionally and respectfully to all emails within 24 hours;
- Be on site daily to review questions with subs and directly involved in all decisions on site. Architects, designers and project managers are available to assist with any questions;
- Decisions must be predicated around the budget. If there are any questions, please ask the project manager. No contracts or approved changes should be done without knowledge of a project manager and/or client;
- Biweekly review with project manager on schedule and budget to confirm all projects are operating within these parameters;
- The general knowledge of building practices to assure all work is being done in quality fashion. Quality of workmanship is a priority to ensure our custom home clientele. Also the ability to understand building codes and ensure all inspections are handled professionally.
- To hold all parties involved in a project accountable to their actions and schedule.
- Each project completed should be done within budget, on time and be a source of a reference for MTC.

**Education and Experience:**

1. High School Diploma or GED required. Courses in construction management desired;
2. 2-3 years' experience in construction and project management are preferred;
3. Proficiency in Microsoft Outlook, Excel, Spreadsheets, Sage Contractor 100, P-Vault Paperless Billing and general computer skills;
4. A valid driver license;
5. Organization skills to implement schedules;
6. Problem solving items on and off site; and
7. The ability to think independently and be a leader for the success of each project and the company.

**Benefits:**

- Health Insurance – 50% employee premium coverage upon eligibility and 100% after 5 years employment;
- Vision, Dental, Accident, and Critical Illness Insurance plans available;
- Paid Time Off;
- 6 Paid Holidays; and
- 24 Hours of Sick Time Leave.

If interested, please forward a completed application and resume to [hr@marktannerconstruction.com](mailto:hr@marktannerconstruction.com), fax (530) 582-0443 or mail/drop-off Mark Tanner Construction, Inc. 10603 East River St., Truckee, CA 96161. Please contact human resources if you have questions (530) 587-4000.

Position is open until filled.