

Residential New Home Supervisor

Position Summary:

We are seeking an experienced **Residential New Home Supervisor** to oversee and manage the entire home-building process, from groundbreaking through final client handover while also maintaining outstanding client satisfaction alongside strong working relationships with subcontractors, suppliers, inspectors, and company leadership. This position combines technical project oversight, trade/subcontractor coordination, **hands-on physical site management/leadership** to ensure all homes are completed safely, delivered on schedule, within budget, and to the highest premium quality standards according to the company and industry.

Key Responsibilities

- **Construction Oversight:** Manage all phases of residential construction from site preparation and foundation work through final completion and homeowner handoff.
- **Subcontractor Management:** Schedule, coordinate, and supervise all subcontractors to ensure efficient workflow, quality workmanship, and adherence to project timelines.
- **Project Scheduling & Budget Management:** Develop and maintain construction schedules for all projects including for trades/subcontractors, monitor progress, track project expenses against budgets, and proactively communicate delays or budget concerns to management.
- **Quality Assurance:** Conduct routine inspections throughout each phase of construction to verify compliance with Michigan residential building codes, company standards, and industry best practices.
- **Safety & OSHA Compliance:** Enforce job site safety policies and maintain compliance with applicable OSHA regulations and safe construction practices for all workers, subcontractors, and visitors.
- **Permitting, Inspections & Utility Coordination:** Obtain and manage required permits, schedule municipal inspections / secure municipal building permits, and coordinate utility installations to maintain project timelines. Coordinate official inspections.
- **Client Relations:** Conduct homeowner meetings and site walkthroughs, provide regular project updates, address concerns professionally, and manage final punch-list completion.
- **Documentation & Reporting:** Maintain accurate daily job site logs, progress reports, photographs, and construction documentation. Provide regular status updates to management.
- **Warranty & Punch List Coordination:** Oversee warranty-related items and ensure punch-list work is completed promptly and to company quality standards.
- **Site Organization:** Maintain a clean, organized, and professional job site environment that reflects company standards.

Required Qualifications

Experience

- Minimum 5+ years of experience supervising residential new home construction (custom homes preferred).
- Proven experience managing multiple homes and coordinating several subcontractors and projects simultaneously.
- Thorough knowledge of Michigan residential building codes, permitting requirements, and municipal inspection processes.

Licensing & Requirements

- Must possess or be able to obtain a Michigan Builder's License prior to employment.

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- Valid driver's license with a clean driving record. Reliable transportation to and from the office (or designated reporting location) is required. A company work vehicle will be provided for travel between job sites during working hours.
- Ability to pass a background check and pre-employment drug screening, if applicable.

Essential Skills & Competencies

- Construction Knowledge: Comprehensive understanding of residential construction practices across all trades, from excavation through homeowner occupancy.
- Blueprint Reading: Absolute proficiency in reading and interpreting architectural plans, structural drawings, and construction specifications.
- Project Management: Strong organizational and time-management skills with the ability to plan, organize and delegate / oversee multiple projects and construction phases/deadlines simultaneously.
- Leadership & Conflict Resolution: Demonstrated success managing subcontractors, motivating teams, and resolving job site issues effectively.
- Communication Skills: Excellent written and verbal communication skills for interacting with clients, subcontractors/trades, suppliers, inspectors, and company leadership.
- Attention to Detail: Ensure all finishing work, punch-list items, and final details meet company quality standards prior to homeowner occupancy.
- Problem Solving: Ability to identify issues quickly and implement practical solutions to keep projects moving forward.

Physical Requirements: This position requires a combination of supervisory responsibilities and active, hands-on participation in maintaining safe and efficient job sites. The successful candidate must be able to:

- Stand and walk for extended periods throughout the workday.
- Climb stairs and ladders frequently and safely.
- Navigate/walk on uneven terrain and access confined or tight inspection spaces.
- Lift, carry, and manually unload materials/deliveries weighing up to 50 pounds.
- Perform light physical labor, including moving materials and maintaining site organization (clear construction debris, sweep interiors, organize materials daily)
- Shovel dirt and perform minor manual grading around foundations and exterior work areas.
- Remove/shovel snow from walkways and apply ice melt during winter conditions to maintain safe access / prevent on-site slips and falls.
- Work safely around active construction equipment, machinery, and operating subcontractors.
- Perform daily site cleanup tasks, including clearing debris and organizing materials.
- Work outdoors for extended periods in varying weather conditions, including heat, rain, snow, and freezing temperatures.

Technical & Computer Skills

- Proficiency with Microsoft Office (Outlook, Excel, and Word).
- Comfortable using smartphones and tablets for scheduling, communication, photo documentation, and project tracking.
- Proficient in construction software, with the technical aptitude to assess and implement AI tools and other innovative technologies that enhance operational performance across the business.

Why Join Our Team? We are a family-owned business specializing in exceptional rustic homes. We seek a hands-on construction professional who takes pride in quality craftsmanship, values accountability as well as attention to detail, and enjoys being an integral part of a small, dedicated team.