

Restoration Job Supervisor

We are seeking a proactive individual who will work directly with project managers, homeowners, and general contractors to move projects from start to finish. The Job Supervisor will ensure that each project's scope is fully completed in an efficient manner and that quality of workmanship remains high. He or she will coordinate Highmark carpenters and subcontractors, remain in constant communication with project managers, track all necessary project details, and practice continued organization of multiple projects. The job supervisor's goal at Highmark is to achieve the highest level of both customer satisfaction and project profitability.

Restorations by Highmark provides high-quality restoration services for water, fire/smoke damage, mold and biohazard. We work directly with insurance companies to ensure our clients' homes are restored to better than original condition. We are proud to be a locally owned business, building trust in our clients and community.

Responsibilities:

Communicate with onsite owners/general contractors about construction progress

Manage materials, subcontractors, equipment and jobsite cleanliness

Communicate scheduling information to project managers

Ensure the highest quality and safety standards are being always met

Execution of restoration plan and on-site documentation

Participate in pre-construction meetings and final punchlist walk-throughs

Working on multiple restoration projects at once

Qualifications:

Exemplify the 5 core values of Highmark

Trustworthy

Intentional

Driven

Humble

Wise

3+ years' experience in the construction industry

3+ years' experience is in the restoration industry a plus

Excellent communication skills

Able to work with a team

Product knowledge for residential and commercial buildings

Detailed, well-organized and ability to work with diverse personalities

Experience with Microsoft Office software

Clean driving record

Benefits:

Competitive Wages

Company Vehicle

Paid Vacation

Paid Holidays

Profit Sharing

401K

Health Insurance- company pays 100% of employee-only premium on lowest cost plan

Dental Insurance

Vision Insurance