

Restorations by Highmark is looking for a proactive, well organized **Job Site Supervisor** that works well diverse personalities to join their growing team.

****Starting salary between \$50,000-\$65,000****

If you are a confident communicator and know the inside and out of homes and how they are put together, then this position is for you!

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees.



Come see what it's like to be a part of a Top Workplace!

What Highmark has to Offer You:

- Flexible Paid Time Off Policy- **Offered to employees to promote work/life balance**
- Advancement and Education Opportunities
- Company Vehicle
- Health Insurance- **company pays 100% of employee-only premium on lowest cost plan**
- Dental Insurance
- Vision Insurance
- Paid Holidays
- Profit Sharing
- 401K

Summary:

This individual will work directly with project managers, homeowners, and general contractors to move projects from start to finish, prioritizing efficiency and quality. They 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 simultaneously. Their goal is to achieve the highest level of both customer communication and satisfaction.

Responsibilities:

- Communicate with owners and subcontractors about construction progress
- Manage materials, carpenters, subcontractors, equipment, and **jobsite cleanliness**
- Communicate scheduling information to project managers, owners, and subcontractors
- 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

Qualifications:

- Valid Driver's License required
- 5+ years of experience in the construction industry
- 3+ years of experience in the restoration industry preferred but not required
- Product knowledge for residential and commercial buildings
- Proficient in Microsoft Office software and other IT programs
- Experience with BuilderTrend preferred