

## **Site Director**

Huntersville, North Carolina

Full-time, Salary

## Overview

Seeking a Site Director who will provide on-site management for multi-family construction job in Huntersville, North Carolina. Responsible for schedule compliance, cost control, quality assurance and safety conformance are the main duties.

## Responsibilities

Duties includes, but are not limited to the following:

- Participate in pre-project planning for schedules, budget and staffing
- Organize and conduct preconstruction meetings with subcontractors to bring them up to speed on schedules, construction methods, company procedures and policies, and safety standards; provides daily job reports with updates
- Assists the Project Manager with any planning, set up, documentation, and record keeping; sets up job trailer, material storage, parking, and utilities
- Daily – provides schedule/progress updates for planned activities; provides job reports for each day; coordinate with site superintendents; walk job site to review any issues
- Weekly – make job progress photos; conduct any on-site meetings regarding plan changes, schedules and safety

## Qualifications:

Candidates will need to meet the following qualifications:

- Minimum 3-5 years relevant experience
- Ability to motivate , communicate, and delegate
- Must have knowledge of common project management practices, safety practices, and team management through the construction process
- Ability to read and understand blueprints, shop drawings, submittals, and RFI's
- Must have the ability to use email, file storage, computers, tablets, and related software
- Full-time but must have the ability to keep flexible working hours
- High school diploma, GED, or equivalent experience.
- Must be able to speak and write clearly.
- A valid driver's license

Makson is an Equal Opportunity Employer and treats all individuals fairly and in accordance with all applicable laws. We offer competitive salary and benefits packages for our employees.