

Construction Coordinator



Location: St. Louis Area

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

Construction Coordinator is Lombardo Homes' intermediate-level construction management position, responsible for acquiring all necessary knowledge required to manage new home construction in accordance with Lombardo Homes' standards of excellence.

The nitty-gritty stuff

- Maintain construction scheduling to support all new builds.
- Complete all internal quality in-lines per construction schedule, and ensure homes are ready for quality inspections on their scheduled date.
- Obtain all necessary permits in accordance with divisional slotting schedule.
- Maintain home site and community cleanliness and manage location and appearance of all materials.
- Monitor job site safety daily and eliminate any unsafe working conditions.
- Learn and understand construction plans, specifications, scopes of work, and Lombardo Homes' standards of excellence, in order to provide framework for effective contractor interactions.
- Quality management – complete all inline inspections and make recommendations.
- Maintain positive relationship with customers and sales team.

WHAT YOU NEED

- High school diploma or equivalent.
- 3+ years of construction field experience.
- Ability to read and understand construction plans, specifications, and scope of work.
- A "take-charge" attitude and be able to handle high pressure situations.
- An understanding of OSHA safety standards.
- Current knowledge of state building codes and municipal ordinances.
- Good organizational, planning, coaching and time management skills.
- Strong communication and interpersonal skills.

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- Paid vacation and sick days.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.