

Skilled Craftsman Information Sheet

Position Title: Skilled Craftsman

Reports to: Project Director/ Senior Project Director

Job Summary:

The Skilled Craftsman position at KCBR is pivotal in overseeing remodeling projects with a focus on skilled tasks and team management. This role requires proficiency in one or more areas of remodeling (plumbing, electrical, drywall, or general carpentry) with a significant portion of the Skilled Craftsman's time being dedicated to hands-on tasks, ensuring projects meet high-quality standards. In addition to field work, Skilled Craftsmen are also responsible for working along side assigned Remodeling Specialists (RS) and Senior Remodeling Specialists (SRS) in their day-to-day tasks of specified trades. Additionally, they contribute to the establishment of standards, improving practices, and managing project financials and timelines as KCBR expands.

Job Duties and Responsibilities:

- **Skilled Remodeling:** Performs skilled remodeling tasks independently according to design specifications. Provide feedback to team members to ensure high performance standards are maintained.
- **Client Communication:** Communicates with homeowner regarding trade specific questions and updates PD/SPD accordingly.
- **Team Communication:** Communicates regularly with Designers, Project Coordinators, and Project Directors on job-related needs such as billing, materials, and updates for homeowners. Facilitate walkthroughs and provide necessary updates to PD/SPD. Navigates through changes in scope of work and is the primary contact for their assigned PD/SPD when they have questions or concerns.
- **Team Coordination:** Schedule day-to-day tasks for Remodeling Specialists and Senior Remodeling Specialists in coordination with PD/SPD and other Skilled Craftsmen.
- **Resource Management:** Ensure they have necessary materials, guidance, and information for their tasks. Set standards for supply runs and manage stock of tools and materials in Vehicle and on job. Utilizing Buildertrend to look ahead to be forward thinking.
- **Standards Adherence:** Demonstrates an adept understanding of KCBR policies, standards, and procedures, leading by example and reinforcing the "KCBR Way" among team members. Address inconsistencies in scope of work and assist in pricing and executing change orders.
- **Technology Utilization:** Maintains information in Buildertrend and ensures team compliance with usage.
- **Meeting Participation:** Participate in regular and ad hoc meetings with PD, SPD, and peer Skilled Craftsman to coordinate project schedules and resolve issues.

Required Skills and Abilities:

- High School diploma.
- 1-3 years of experience in home remodeling and construction management.
- Proficiency in at least one of the following areas: plumbing, electrical, carpentry, or drywalling.
- Ability to work independently.
- Proficiency in utilizing Buildertrend for day-to-day operations including scheduling, change orders, and vendor communication (within first 3 months)
- Excellent interpersonal skills, with a sense of humor and engaging demeanor.
- Ability to motivate team members and provide clear direction.
- Prior experience in people management is highly preferred.
- Proficiency in navigating Outlook email and calendar.
- Adaptability and efficiency in a fast-paced environment.
- Willingness to contribute to process improvements and see them through.
- Ability to make intelligent and quick decisions under pressure or when facing unexpected occurrences or delays.
- Strong critical thinking skills to solve problems considering time, scope, and budget of projects.
- Effective multitasking while analyzing and solving problems.
- Must maintain a valid driver's license at all times.

Success Measurements:

- **Resource Management** – Efficient resource management including time management, team management, mileage efficiency and supply runs, optimizing resource utilization at KCBR.
- **Project Performance** - Consistently performs quality work and completes assigned jobs on time, within scope, and in accordance with projected costs, minimizing setbacks and re-works.
- **Client Satisfaction** – Receives consistently high scores on client satisfaction surveys.
- **Communication** – Effectively communicates with clients, management, and team members, solving problems constructively and proactively. Responsible for daily reports with detailed notes to PD/SPD, keeping them informed of any schedule or material impacts and maintaining project schedules. Demonstrates a sense of urgency to keep projects on schedule.
- **Proactive Management** - Presents minimal surprises to managers and the design team regarding job status, displaying initiative and proactive problem-solving skills. Provides guidance to team members and ensures RS/SRS are successful and advance in their careers. Ability to handle team questions and minimize escalations.

- **Buildertrend Proficiency** – Proficiently uses Buildertrend and ensures accurate input of information needed Possesses comprehensive knowledge of KCBR phases and ensures adherence to company procedures and standards throughout the project. Consistently publishes daily logs with informative information on the project.

Physical Requirements:

- Ability to move around and inspect all areas of job sites, including walking, climbing, reaching, bending, crawling, or stretching.
- Occasional lifting and transporting of materials up to 100lbs.
- Travel between job sites.

Company Items:

- Hourly position with availability from 7:30 AM to 5:00 PM.
- Company vehicle/Vehicle Allowance provided for work commute.
- Provided Home Depot Card, and Company Email(If necessary).
- Optional: One talk virtual Verizon cell phone number.