Sr. Remodeling Specialist Information Sheet

Position Title: Sr. Remodeling Specialist
Date: August 2025
Reports to: Project Director
Hourly position with availability from 7:30am – 4:30pm

Job Summary: Senior Remodeling Specialist is a valuable member of the KCBR team , contributing at all levels of the organization through skilled trade tasks, collaboration with team members, mentorship of teammates and efficient work planning and implementation

Job Duties and Responsibilities:

- **Skilled Remodeling:** Perform skilled remodeling work with minimal supervision, constantly improving skill sets. Provide feedback to team members to ensure high performance standards are maintained.
- **Communication -** Communicates with homeowner regarding trade specific questions. Communicates regularly with Designers, Project Coordinators, and Project Directors on job-related needs such as billing, materials, and updates for homeowners.
- **Leadership and Mentorship**: Provide guidance to teammates and serve as a mentor to newer Remodeling Specialists, ensuring their growth and retention within KCBR.
- **Problem Solving:** Resolve issues on the job, and conflicts as they arise without input from higher management.
- **Efficiency and Organization**: Plan work steps to minimize re-work and ensure efficient use of materials and resources. Proficient use of Buildertrend software for day-to-day documentation and communication.
- **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**: Proficient use of technology for documentation and communication.
- **Meeting Participation**: Participate in regular and ad hoc meetings to coordinate project schedules and resolve issues.

Required Skills and Abilities:

- High school diploma.
- One to three (1-3) years of experience in home remodeling and construction management.
- Ability to work independently and multi-task in fast-paced environment.
- Excellent interpersonal skills.
- Strong analytical and critical thinking skills with ability to make decisions under pressure.
- Clear verbal and written communication skills.

- Proven proficiency in two or more areas of remodeling or specialty in specific functions (i.e. plumbing, electrical, carpentry, drywall, HVAC, tile).

OR

- Exceptional performance as a KCBR Remodeling Specialist for at least 6-12 months.

Success Measurements:

- **Attendance and Reliability** – Excellent attendance and reliable transportation to job sites.
- **Versatility** – Ability to be flexible and adaptable in various situations.
- **Communication and Collaboration** – Team player with excellent oral and written communication skills and sustained collaboration across all KCBR departments to ensure success on each project. 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.
- **Planning and Organization** – Regular development of daily work plans and contribution to weekly scheduling plan. Regular management of tools, materials and supplies to ensure efficient and effective job site organization
- **Project Performance** – Consistently demonstrates full understanding of KCBR phases of construction and performs tasks with minimal supervision. Complete knowledge of project scope and management of daily tasks within project budget. Reliable performance in all regular responsibilities and other duties as assigned.
- **Client Satisfaction** – Consistent high rating on client satisfaction surveys.
- **Technology Proficiency** – Consistent daily recording of job performance, team and client communication in Buildertrend. Competent use of other required technology including Outlook email and other team communication tools and apps.

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 materials up to 100lbs.
- Travel between job sites.

Additional Requirements:

- Valid driver’s license with good driving record.
- Ability to pass drug screening.