



CRAFTSMAN



RENOVATIONS

EST 2007

2026 CAREER OPPORTUNITY

# Project Supervisor

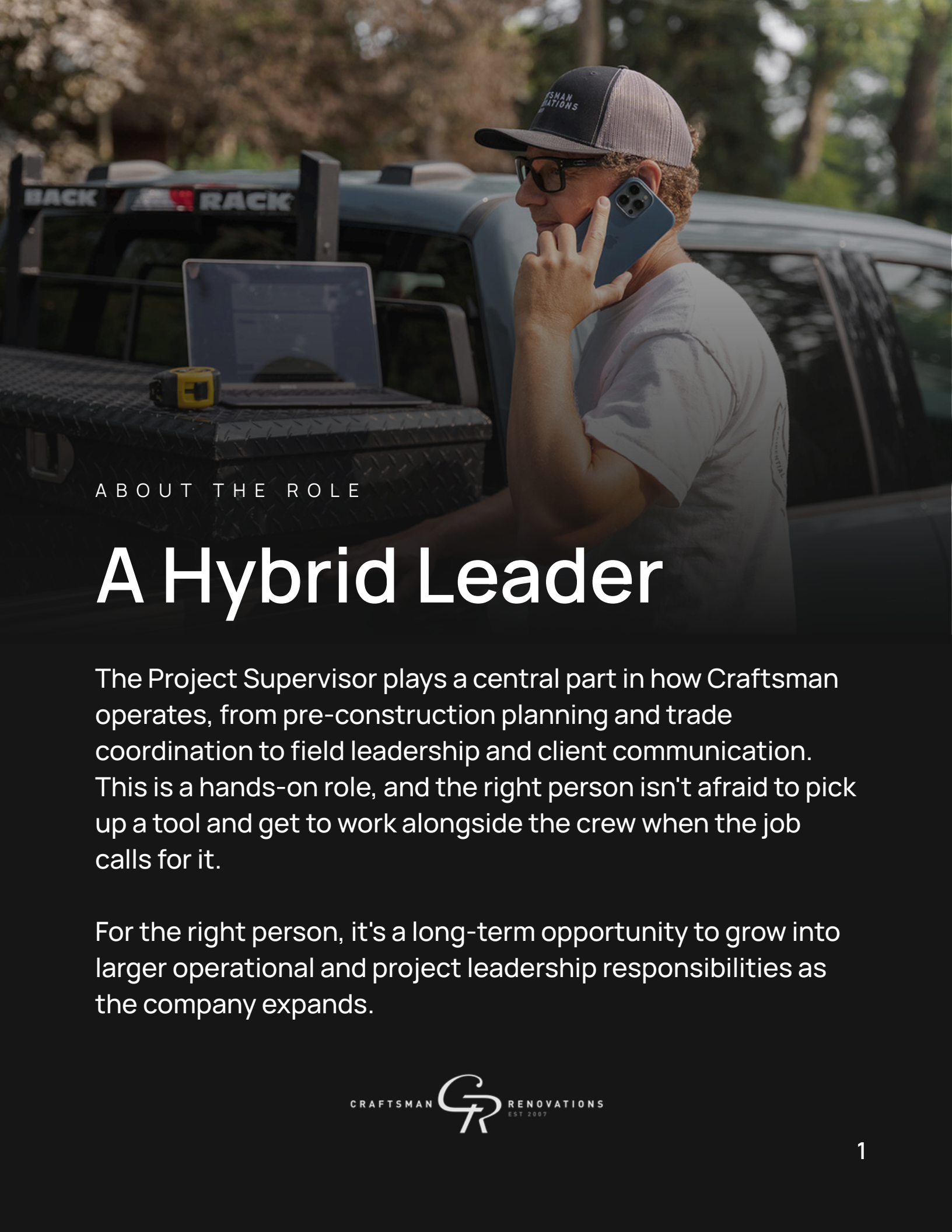
The Project Supervisor connects planning to execution, the office to the field, and client expectations to project delivery.

We're not looking for someone to simply supervise. We're looking for someone who wants to help build a company known for professionalism, communication, craftsmanship, and operational excellence.

In this document we'll review the ideal candidate for this role.

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ABOUT THE ROLE

# A Hybrid Leader

The Project Supervisor plays a central part in how Craftsman operates, from pre-construction planning and trade coordination to field leadership and client communication. This is a hands-on role, and the right person isn't afraid to pick up a tool and get to work alongside the crew when the job calls for it.

For the right person, it's a long-term opportunity to grow into larger operational and project leadership responsibilities as the company expands.

## ABOUT THE ROLE

The Project Supervisor sets projects up for success before construction begins, reviewing scope and organizing information so nothing is missed once work starts. They own the jobsite coordinating trade partners, sourcing materials and deliveries, and building schedules that keep crews, trades, and clients aligned as conditions change.

Throughout it all, they keep homeowners informed and confident, and step in with hands-on construction leadership whenever the project demands it, without ever losing sight of overall project oversight.

## A HYBRID ROLE COMBINING:

**Immersed Field Supervision**

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**Trade Management**

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**Scheduling**

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**Construction Leadership**

**Pre-Construction Planning**

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**Procurement**

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**Client Communication**

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## WHAT WE BELIEVE

Professionalism in residential construction matters. Organized projects and clear communication should be the standard, not the exception. Quality work comes from strong leadership, accountability, and people who genuinely care about the outcome. If that sounds like you, we'd like to meet you.

# Field Operations & Site Leadership

Lead projects successfully in the field through organization, communication, accountability, and strong construction knowledge.

## Responsibilities

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Supervise active residential construction projects

Coordinate day to day site activities and sequencing

Lead crews in self performed work when required

Coordinate and oversee trade partners

Maintain project schedules and production momentum

Ensure jobsites remain organized, safe, and professional

Conduct quality control throughout all phases of construction

Identify and solve project issues proactively

Communicate project progress and site conditions clearly

Assist with hands on construction work when required to support production

## What Success Looks Like

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Projects remain organized and progressing efficiently

Trades and crews work cohesively

Quality standards are maintained consistently

Problems are solved before becoming delays

Sites operate professionally and calmly under pressure

Clients and leadership feel informed and confident

# Pre-Construction & Project Management

Support successful project execution through planning, organization, coordination, and operational follow through.

## Responsibilities

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Assist with estimating and scope development

Participate in pre-construction planning

Coordinate RFIs with suppliers and trade partners

Support scheduling and sequencing coordination

Organize project files and documentation

Coordinate procurement and material deliveries

Track project information, decisions, and outstanding items

Maintain communication between the office and field operations

Assist with project setup and operational handoffs

Help improve systems and project workflows over time

## What Success Looks Like

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# Client Experience & Service Execution

Maintain professionalism, responsiveness, and trust throughout and after the construction process.

## Responsibilities

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Maintain professional communication with clients

Coordinate maintenance and service-related work

Manage warranty and deficiency follow up items

Communicate timelines, updates, and expectations clearly

Ensure clients feel informed and supported throughout projects

Represent the company professionally in all interactions

Support long term client relationships and company reputation

## What Success Looks Like

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Clients feel informed and confident throughout the process

Service items are handled efficiently and professionally

Communication remains clear and respectful

Trust is maintained through accountability and follow through

The company reputation is strengthened through execution and professionalism

# The Ideal Candidate

We are looking for a construction professional who combines technical field experience with strong operational and leadership skills, someone who leads calmly across multiple active projects, communicates clearly with crews, trade partners, clients, and leadership, and stays organized under pressure without letting details slip.

Above all, they think ahead, solving problems before they become delays, and take full ownership of outcomes, on the jobsite, with clients, and within the team.

## DESIRED ATTRIBUTES:

Leadership

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Communication

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Operational Thinking

Organization

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Technical Construction Experience

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Accountability

## WHY THIS ROLE MATTERS

The Project Supervisor is one of the most important roles at Craftsman Renovations. The Project Supervisor is one of the most important roles at Craftsman Renovations. It's the position that holds everything together, connecting planning to execution, the office to the field, and client expectations to project delivery.



WHAT WE'RE LOOKING FOR

# Experience & Qualifications

The right candidate brings a proven track record in residential construction, with the hands-on experience, organizational discipline, and leadership capability to hit the ground running.

# Experience & Qualifications

The Project Supervisor sets the standard on site, how trades are managed, how work is reviewed, and how issues are resolved all flow through this role, shaping both project quality and team culture through calm, professional, accountable leadership. From pre-construction through closeout, they keep projects documented, coordinated, and running smoothly, directly shaping how informed and confident clients feel throughout their renovation. Ultimately, we're not simply looking for someone to supervise projects, we're looking for someone who wants to help build a company known for professionalism, communication, quality execution, and strong leadership.

## Required

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Minimum 5 years of relevant residential construction experience

Strong understanding of residential building systems

Experience supervising projects and coordinating trades

Ability to manage multiple active projects simultaneously

Strong communication and organizational skills

Reliable vehicle required

## Strong Assets

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Renovation and custom home experience

Carpentry and hands on construction experience

Estimating or pre construction planning experience

Procurement and scheduling coordination experience

Project management software experience

Leadership or supervisory training

Safety certifications

# What We Offer

Craftsman Renovations offers competitive hourly compensation starting around \$35 depending on experience, with the potential for a benefits package including HSA or WSA options.

We offer more than just a job, it's an opportunity to grow into leadership, contribute to shaping systems and operations, and take on diverse, challenging projects. The team culture is built around communication and craftsmanship, with the support and structure in place to help the right person thrive.

## Compensation & Benefits

Starting at \$35/hour with potential access to HSA, WSA, or a broader benefits package.

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## Career Growth

Long-term opportunities to advance, with a leadership-focused culture that invests in its people.

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## Meaningful Work

Diverse residential projects that keep the work challenging and engaging day to day.

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## Operational Influence

A chance to help build and refine the systems and processes that drive the business forward.

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THE NEXT GREAT BUILDING PROFESSIONAL

# Apply Today

Please fill out the information on the form at  
[www.craftsmanreno.com/careers](http://www.craftsmanreno.com/careers)

[info@craftsmanreno.com](mailto:info@craftsmanreno.com)