



# Project Supervisor



## Company Overview

Established in 2009, Structure Development NW is a Bend, Oregon based, premier custom and high-end speculative home builder. Our homes are built with the utmost attention to design and quality, and are unmistakable in their fit, finish, and timelessness. Our project portfolio includes many notable projects, including homes in communities such as Discovery West, Northwest Crossing, North Rim, Talline and Tetherow. Our work has been widely recognized for its excellence, winning over 70 awards including Best of Show, Builder of the Year, Green Builder of the Year, and People's Choice. We define ourselves by our consistency in quality, painstaking attention to detail, and timely project delivery.

## Our Core Values

**Excellence:** We are driven to exceed expectations, delivering the highest quality homes in Central Oregon

**Intentionality:** We optimize everything we do.

**Accountability:** We stand behind our commitments, individually and as a team.

**Impact:** Our creativity, craftsmanship, and inspiration result in timeless, elegant, curated homes.

**Determination:** We relentlessly pursue our goals.

## Position Overview

The Project Supervisor is responsible for the overall day-to-day supervision, coordination, and execution of custom and speculative residential construction projects throughout Central Oregon. This role is responsible for schedule adherence, quality control, trade partner management, inspections, client communication, and jobsite safety from project start through final occupancy and warranty. This individual must be a strong communicator, a self-motivated leader, highly competent, organized, and possess the skills to thrive in a time-driven, detail-oriented environment. Conscientiousness, “extra-mile” work ethic, honesty, positivity, and resourcefulness are essential elements to be part of our team. Finding the right fit for our company is highly important as we are a tight knit team that works with focused intention.

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## Key Responsibilities

### Project Leadership & Communication

- Serve as the primary onsite leader for assigned projects, maintaining a professional and positive demeanor at all times.
- Manage, coordinate, and hold all trade partners and onsite personnel accountable on a daily basis.
- Facilitate weekly meetings with custom home clients to review project status, schedule, and progress.
- Maintain timely communication through emails, phone calls, and in-person meetings.
- Provide direct oversight and leadership of the Assistant Project Supervisor and Field Assistant.
- Manage homeowner orientation punch lists prior to closing and move-in.
- Manage warranty requests for completed projects

### Construction Execution, Quality & Site Oversight

- Review construction documents and project specifications to ensure full understanding of scope and intent.
- Meet with trade partners prior to the start of their scope to review specifications and expectations.
- Monitor construction activities to ensure work is completed in accordance with plans, specifications, quality standards, and safety requirements.
- Follow up with trade partners at the completion of their scope for quality control and completeness; prepare and issue punch lists as required.
- Maintain clean, organized, and safe jobsites at the end of each workday.
- Perform limited hands-on tasks when necessary (e.g., site cleanup, debris removal, snow removal, temporary fencing, material organization).
- Pick up, deliver, and inventory materials as needed, including coordinating returns to vendors.
- Schedule and coordinate City/County inspections, special inspections, department approvals, and Earth Advantage inspections.
- Meet with inspectors as required to advance projects through all inspection phases.
- Provide value engineering input and design recommendations for future projects.

## Scheduling, Budget Coordination & Project Documentation

- Prepare, maintain, and update overall construction schedules; distribute schedules to trade partners weekly or as needed.
- Utilize project schedules to proactively plan material ordering and trade sequencing.
- Assist in preparing and issuing purchase orders prior to the start of trade partner work.
- Prepare and submit change orders for scope changes to the Project Manager.
- Review and approve monthly invoices as required.
- Maintain accurate project documentation, including receipts, daily administrative tasks, timecards, and reporting.
- Demonstrate strong proficiency with Microsoft Project, Microsoft Office, and Buildertrend.

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## Qualifications

- Minimum of 5 years of experience in a construction-related management role.
- High school diploma or GED required.
- Valid driver's license required.



send resumes to [careers@structuredevelopmentnw.com](mailto:careers@structuredevelopmentnw.com)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Structure Development NW is a drug free workplace, please reference the Drug and Alcohol Policy for additional information.