



PO Box 2398 Chattanooga TN 37409, (423)255-5798,
www.lewinconstruction.com, www.facebook.com/lewinhomes

Superintendent Internship – Lewin Construction, LLC

Company Summary:

Lewin Construction was founded on a passion for the lost art of building a good home. It has developed into a company which pursues a revival of Old World building techniques—techniques developed through the ages, in Europe and elsewhere, to withstand the test of time.

Lewin Construction is a Design Build Firm based in the Chattanooga TN area. We pride ourselves in merging beautiful architectural aesthetics with engineering precision in our residential projects. Candidates need to have a desire to broaden their knowledge of the residential building process and methods. Position will pay between \$10-\$13 per hour based on experience. Part-time and full-time schedules available.

Job Description: *(All responsibilities will be completed under the oversight of the General Manager.)*

- Maintaining and updating the construction calendar for individual jobsites
- Ensuring crews are completing daily logs and reviewing hours submitted.
- Responsible for material take off lists and ensuring materials arrive on site for crews.
- Meeting with subcontractors and discussing scope of work for projects.
- Crafting budgets and timelines for projects
- Taking photos and documenting activities on different job sites.
- Drafting *Builder Update* Communication for customer review.

Core Competencies

- *Organization:* Utilizes strong organizational skills.
- *Communication:* Displays strong written and oral communication skills and employs effective listening skills.
- *Problem Solving:* Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs.
- *Interpersonal Skills:* Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.

Education and Experience

- Ideal candidates will be enrolled in a 4-yr college degree program or certification program. Desirable study concentration in construction management.
- Hands on construction experience a plus but not required.
- Completed courses in scheduling, construction contracts, and estimating a plus.
- Project management experience a plus.

Personal Profile

- A self-starting, highly motivated and goal oriented individual.
- Excellent attention to detail with emphasis placed on quality.
- Very organized with a systematic approach to tasks in order to achieve accuracy and efficiency.
- Well-developed interpersonal skills, including the ability to manage diverse personalities.
- Quick, sharp, confident, assertive, ethical and ambitious.
- Analytical with the ability to examine issues from multiple viewpoints.

Candidates should contact the General Manager directly for questions and to apply for position.

Sincerely,

Jason Craven
General Manager, Lewin Construction LLC
(c) [423.255.5798](tel:423.255.5798)
(e) jason@lewinhomes.com