



PERSONAL BUILDER

THRIVE WITH KNEZ.

Knez Homes is on a search to find a Personal Builder to join our team! While working in this position, you should expect a pleasant, casual office space that thrives off of productivity and a special “get-it-done” attitude.

Since 1988, Knez has worked as a commercial and residential real estate developer in cities all across Northeast Ohio. The reputable and trusted image Knez holds is a reflection of our team's dedication to constant improvement.

If you're interested in building your career with Knez, get ready for many team outings, exploring exciting Cleveland neighborhoods and attractions, and witness the exponential growth of real estate development!

YOUR CORE RESPONSIBILITIES.

As a Personal Builder, your role is to plan, coordinate, and supervise assigned construction projects from the Preconstruction Meeting through the Homeowner Orientation. For a more complete idea of your day-to-day tasks, check out an official list of your core responsibilities:

- Conducts a review of all documents, plans, site plans, and site conditions prior to the start of construction and provides feedback to the Vice President of Production.
- Directs all subcontractors on the construction site.
- Controls multiple projects at various stages of work.
- Schedules all work on the site including any necessary government inspection and utility connections and any and all ancillary work required to complete the project.
- Controls, schedules, and observes the work of Subcontractor during construction to monitor compliance with plans.
- Inputs status/entries into BuilderTrend.
- Interacts weekly with clients regarding the building process from the Preconstruction Meeting through completion of the Homeowner Orientation Checklist.
- Approves all change orders prior to the implementation of the change order work.
- Completes the project by obtaining the final occupancy permit from the relevant jurisdiction.
- Interpret and explain Knez Homes Policies and Guidelines to clients and make appropriate determinations regarding requested repairs and service.

- Initiates and maintains a relationship with homeowners to facilitate satisfactory resolution and completion of warranty issues, scheduled warranty inspections, and warranty service requests.
- Find new trades and vendors to build and improve the construction team as needed.

REACH YOUR FULLEST POTENTIAL.

Although there is an obvious set of technical skills needed for this position, the most important trait for you to possess is the continuous desire to learn. As a Personal Builder, your role requires leadership in project management, proficiency in time management and problem-solving, high functioning technical and analytical skills, effective communication, strength in customer service, and most importantly, a results-driven attitude.

WHAT WE NEED FROM YOU.

Education & Experience

- Required
 - A high school diploma or Associate's degree combined with several years of relevant work.
- Preferred
 - A Bachelor's or Master's degree in construction science, building science, construction management, architecture, engineering, or any other related field.

Available Hours

- Your role at Knez will require you to work typical office hours — Monday to Friday, 8 a.m. to 5 p.m. with a 1-hour lunch break. The nature of this job requires you to be available on-call earlier or later than the standard hours to deal with delays, bad weather, and the ability to adjust focus.

Travel Time

- You will spend most of your work-days traveling to different construction sights and with minimal time at the office. Although limited, overnight and out-of-town travel may be needed from you.

JOIN OUR TEAM.

Think this job sounds like a perfect fit for you? Give yourself an opportunity to succeed in a company that prospers daily. Call 440-710-0711 or email ghall@knez.net with your resume for more information.



@knezhomes



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Knez Homes



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