

ROBERT JONES

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Highly motivated Construction Superintendent with over 10 years of experience in residential and commercial construction and project management. Expert in overseeing project lifecycles, team coordination, and delivering projects on time and to a high standard. Proficient in material procurement, subcontractor management, and budget oversight. Effective communicator adept at handling multiple projects, ensuring they align with objectives.

Demonstrates strong organizational skills, managing complex projects efficiently within tight deadlines.

Work Experience

Construction Project Manager

My Community Homes - Denver, CO
March 2022 to November 2023

Conducted due-diligence inspections and developed comprehensive scopes of work for assigned homes, identifying labor, vendor, and material requirements for renovation projects according to company standards.

Managed and coordinated project activities directly and through the Project Coordinator, ensuring efficient scheduling and workflow.

Tracked and assigned tasks to third-party vendors, facilitating the swift transition of homes to rent-ready status.

Performed quality control inspections, ensuring all punch list items were completed to standard, either directly or by contractors.

Executed detailed property inspections, prepared condition reports, and provided cost estimates and financial reporting.

Communicated effectively with teams and stakeholders regarding changes in project scope, schedule, and costs.

Superintendent

Invitation Homes - Denver, CO
October 2018 to March 2022

Responsible for the full-cycle oversight of property rehabilitation and turnover.

Conducted Pre Move-Out Visits with residents, documenting home conditions and outlining resident responsibilities for successful move-outs.

Facilitated Resident Orientations for incoming residents, educating them on home systems, maintenance policies, and procedures.

Performed detailed Move Out Inspections, using budgeting programs to create comprehensive scopes of work and identifying resident chargeback costs in line with company standards.

Oversaw all aspects of the rehab and turnover process, including communicating with contractors, submitting change orders, ensuring timely and correct work completion, and documenting the process with progress notes and photos.

Liaised with the Leasing Team regarding potential completion delays affecting resident move-in dates. Ensured job site safety during project management visits and conducted negotiations with vendors and General Contractors to align with company standards.

Construction Superintendent

PAE Inc. - McMurdo Station

April 2015 to September 2018

Assist in the development of plans and schedules for maintenance and construction projects. Identify required design and specification changes prior to construction, and assists with as-built drawings during the construction process.

Coordinate maintenance and construction activities with NSF engineers, work centers, and with other construction coordinators.

Review and analyze site plans and blueprints in order to monitor and ensure compliance with plan specifications.

Supervise the maintenance and construction projects by following project plans and specifications, and project schedules.

Follow through with competent execution of project plans by providing the proper tools and equipment to all construction personnel.

Sheet Metal Journeyman

U.S. Engineering Co - Denver, CO

January 2011 to March 2015

- Fabricated and installed ventilation systems that aid in-house integrated circuit manufacturing.
 - Prepared metals for industrial processes by cleaning, degreasing, and removing impurities from raw materials.
 - Repaired, altered, and installed sheet metal products and equipment, including ducts and hoods for HVAC systems.
 - Checked products for accuracy and completed the necessary adjustments to ensure product quality.
- Coordinated the testing, balancing, and adjusting to make sure systems are operable, code compliant and meet standards set by Avago Technologies.

Sheet Metal Foreman

Southland Industries - Englewood, CO

April 1996 to January 2011

- Supervised and coordinated activities of more than 10 assigned apprentices over 26 floors.
 - Studied schedules and estimated worker-hour requirements for completion of the job.
 - Maneuvered/anchored the installation of completed units.
 - Repaired sheet-metal equipment, determining the source of trouble and made any modifications required either at the site or in the shop.
- Identify and resolve any conflicts or issues that arise among team members

Education

Associate of Arts

Sheet Metal Workers Apprenticeship School of Colorado - Denver, CO

1985

Skills

- Construction
- Budgeting