

# XANADU BUILD

STOCKBRIDGE, MA

## **SITE SUPERVISOR JOB DESCRIPTION (FULL TIME, EXEMPT)**

### **OVERVIEW**

Xanadu Build (Stockbridge, MA) is seeking an experienced full-time Site Supervisor to join our premier Berkshires-based residential home building team. The successful candidate will act as the primary site leader responsible for ensuring excellence in the execution of custom home and ADU building projects.

### **RESPONSIBILITIES**

- Oversee day-to-day operations of project sites
- Set project goals and oversee projects to completion
- Develop and maintain project schedules and coordinate with Project Managers, vendors, and subcontractors to ensure timely delivery of supplies and services
- Monitor project budgets, control costs, and ensure efficient use of resources
- Inspect work regularly to ensure it meets quality standards and project specifications
- Address and resolve on-site challenges promptly to avoid delays
- Submit daily reports on progress for management and client review
- Supervise and evaluate on-site team, onboard and train new hires
- Ensure job site safety; implement and oversee emergency response plans
- Stay updated on local building codes, environmental regulations, and labor laws
- Communicate with customers regarding progress, selections, and services
- Handle sensitive information with confidentiality

### **REQUIREMENTS & QUALIFICATIONS**

- 7+ years of hands-on carpentry experience
- 5+ years of experience specifically in custom residential projects
- 3+ years supervisory experience
- Excellent written and spoken communications skills
- Ability to read and interpret complex architectural blueprints, millwork details, and structural schematics
- Valid driver's license and access to reliable transportation

- Proficiency with project management software, such as Buildertrend
- Ability to safely lift and carry up to 50 lbs. as needed for site operations
- Demonstrated reliability, punctuality, and strong leadership skills

## PREFERRED EXPERIENCE

- Degree in Construction Management or related field
- Experience in natural building construction methods
- OSHA 30 Certification
- CPR & First Aid Certification
- Proficiency with CAD or other design software, and/or ability to create hand-drawn blueprints
- Familiarity with emerging building technologies and sustainable practices
- Exceptional Hammerschlagen skills

## COMPENSATION & BENEFITS

Job Type: Full Time, exempt

Salary: \$80,000 to \$110,000, commensurate with experience and certifications

Xanadu Build offers a robust benefits package to employees, which includes:

- Paid Time Off (PTO)
- Paid Sick Leave
- Retirement savings matching
- Health insurance benefits
- Personal tool allowance
- End of year bonus
- Paid holidays
- Paid training
- Referral bonuses
- 4/10 work schedule (four 10-hour days)

## ABOUT XANADU BUILD

Xanadu Build is a premier residential home builder in the Berkshires, focused on creating homes that support health and well-being. We specialize in healthy building practices, incorporating features like superior air quality systems, non-toxic materials, and natural lighting to create spaces that feel good to live in.

We bring the same philosophy to our team. We believe in taking care of our employees so they can care for their families and build lasting careers with us. That's why we offer a robust benefits package, competitive pay, and a supportive work environment where reliability, craftsmanship, and collaboration are valued.