



SUPERINTENDENT (Multi-Family)

Position Description

LOCATION: Job Site Office

LEVEL: This is a level 5 position. The *Superintendent* reports and is responsible to the Project Manager and/or Project Superintendent (if applicable).

PURPOSE

The *Superintendent* supervises all the field construction of a project, including its organization, planning, coordination, and scheduling as directed by the Project Manager or Project Executive.

PRIMARY DUTIES AND RESPONSIBILITIES

- 1) Demonstrates comprehensive knowledge of all general contract and subcontract documents, drawings, and specifications and to develop the on-site plans and procedures for the implementation of the work.
- 2) Assists in developing within the project documents the quality control procedures and requirements.
- 3) Plan the construction program, including procedures, plant layout, equipment, manpower and temporary construction services, and review the program with the Project Manager.
- 4) Assist in creating the project schedule. Microsoft Project computer skills are required.
- 5) Responsible for the preparation of detailed area and trade schedules, to keep them properly updated, and to see that the job does everything feasible to meet the required dates. These schedules must be coordinated with the Project Manager for assurance of feasibility.
- 6) Coordinate, and direct, when necessary, the activities of inspection agencies and to effect remedial actions indicated by the reports of these agencies.
- 7) Handle all job labor relations, obtaining help when necessary, from the Project Manager or appropriate labor relations representative.
- 8) Hold weekly foreman coordination and safety meetings and to produce meeting minutes.
- 9) Prepare regular and special reports for Job Meetings and attend same.
- 10) Assist the Project Team in reviewing and approving monthly estimate of work completed, payrolls, material invoices, and all other disbursements.
- 11) Assist in the timely preparation of KCS West's monthly requisitions and to see that they are promptly reviewed and approved, if required, by the Client's field representative.
- 12) Adhere to and positively support the company's safety policy as set forth in the company's Safety Manual.



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- 13) Perform additional assignments as required by the operating needs of the Main Office or as directed by the Project Manager or Project Superintendent.

QUALIFICATIONS

- 1) Bachelor's degree or higher in Construction Management, Engineering or Architecture.
- 2) 6+years of building construction experience in multi-family market sector.
- 3) Good knowledge of construction cost, scheduling, line, and grade (survey), estimating and engineering principles and techniques.
- 4) Working knowledge of various construction methods and materials, their characteristics, installation procedures and tolerances.
- 5) Demonstrates management, leadership, and interpersonal skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 75 pounds. While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

APPLY:

Send resume and cover letter to HR@kcswest.com.