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Functional Role **(Project Superintendent)**

Job Title: Project Superintendent
Reports To: Project Manager
Supervises: Field Superintendents, Project Engineer
FLSA Status: Exempt
Department: Construction
Prepared by/Date: HR
Approved by/Date: February 21, 2018

We are a *customer*-centric organization that builds value through proven success in *leadership, integrity and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. A Legacy home or community respects the place and creates the space where people love being home.

Summary and skills needed.

Oversees the daily construction activities at a work site. Responsible for the overall progress of the project as well as the scheduling of workers and the delivery of equipment and materials. Ensures that specifications are being strictly followed, and work is proceeding on schedule and within budget. Project Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety. Reports to the Project Manager and supervises Field Superintendents and the Project Engineer in the field. Supervises a group of primarily para-professional level staffs. The Project Superintendent will communicate conflicts or revisions to the plans with the project team (i.e. superiors, architect, engineer, consultant, owner) for mutual resolution, prior to execution of work that deviates from the approved plans. The Project Superintendent shall establish and enforce job site quality control programs to ensure quality completion of construction. The Project Superintendent does not have authorization to engage in monetary agreements (subcontracts, change orders, work authorizations). All request for monetary agreements must be communicated to the Project Manager or the Director of Operations for consideration prior to work performed.

Qualifications

- **Education:** Bachelor of Science degree with a concentration in Building Science is preferred.
- **Experience:** 5 to 15 years of experience as a Project Superintendent with a multifamily or commercial building construction company. Specializing in multifamily construction
- **Attendances:** This position is full time and exempt from overtime. It is scheduled

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for a 40-hour Work week; however, the project superintendent should expect to work significant more hours.

ESSENTIAL JOB FUNCTIONS

- **Project Planning**
 - Review plans and specs with Project Manager
 - Develop and maintain project schedule activities with Project Manager
 - Plan and organize jobsite logistics in coordination of jobsite logistics
 - Assist in securing all required building permits and related project permits

- **Cost Control**
 - Control costs relating to General Conditions
 - Approve all subcontractor draws and invoices
 - Approve all field expenses with ProJet

- **Project Administration**
 - Responsibility for daily field reports
 - Monitor and update project schedule with Project Manager two time per month
 - Provide for direction and coordination to Subcontractors
 - Read and understand all Subcontract documents, scopes of work,
 - Responsible for the continued updating of the project as-built drawing set
 - Responsible for the preparation of detailed written punch lists and distribution to subs and vendors with due dates for completion. Check that punch list items have been completed
 - Use Reteam project management software
 - Alert the Project Manager of potential change order issues

- **Leadership**
 - Foster a cooperative and informative relationship among the Construction Team
 - Provide training, guidance and career development for subordinates
 - Offer constructive feedback, evaluation and praise
 - Act as a role model and mentor
 - Exhibit fairness and professional ethics at all times
 - Develop team work atmosphere with the Subcontractors
 - Maintain a good working relationship with Owner/Management Team and address their concerns and issues promptly
 - Develop relations with Building Officials and Regulatory Agencies
 - Be aware of resident expertations
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- **Safety and Risk Management**
 - Monitor and enforce all Company Safety policies and procedures
 - Maintain construction site in strict accordance with OSHA guidelines
 - Conduct weekly on-site Safety meetings with Subcontractors

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- Identify and correct all safety violations
- Coordinate safety assessments with Safety Inspector
- Maintain a clean job site free of unprotected hazards
- **Field Operations**
 - Assemble and lead team in oversight of all jobsite activities
 - Monitor construction progress and compliance with plans and specs
 - Responsible for overall project schedule and delivery of units
 - Conduct weekly site meetings with Subcontractors
 - Work to create harmony and team building with Subcontractors and Suppliers
 - Monitor punch lists and turnover of completed units to Management within schedule and quality standards
 - Secure all inspections and certificates of occupancy on schedule
 - Resolve actual and potential cost exposure with subcontractors
 - Planning, organize and control material procurement, storage, logistics and utilization
 - Maintain inventory log on sensitive materials such as appliances
 - Observe work and safety rules
 - Understand project schedule, look ahead schedules and construction sequence and monitor that the work crews and subcontractors start and finish on time
 - Insure proper standards of workmanship and maximum productivity are maintained

Additional Responsibilities

Skilled level of Microsoft Office
Team Player
Problem Solver
Good Communication Skills

LEGACY CORE VALUES

Innovative

Embrace change, solve problems, self-improvement

Do the Right Thing

Honest, integrity, and pride - no corner cutting even when hard.

Team Approach

Positive, Respectful, encouraging team player

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Customer Focus

Internally with team and externally

Perseverance

Never give up, find solutions for problems

100% complete

Passion

Use your passion as a fuel for your purpose, and encourage others
