



Project Superintendent

Job Summary:

The Project Superintendent's responsibility is to supervise the field construction of a project and to complete the work on schedule, within the budget and to the quality of workmanship specified. In the performance of this function, it is the Project Superintendent's responsibility to protect and promote KAustin & Associates interests in all matters. Our reputation is earned by the manner in which we conduct our operations and how organized, clean, and efficient our job sites are managed. The Superintendent is a role model; projecting the company's core values of respect, honesty, integrity, personal conduct and the safety of others.

Job Duties and Responsibilities:

- Participates in preconstruction planning, when possible, regarding the project schedule and budget. Reviews project estimates and cost control system at the beginning of the project.
- Participates in making scopes for subcontracts and pre-bid/post-bid meetings.
- To provide leadership and to establish and maintain effective and harmonious working relationships of the on-site staff and to promote a positive project morale.
- To have a thorough and complete knowledge and understanding of the General Contract, each Subcontract, the contract drawings, specifications and addenda, and to assist in the development of the on-site procedures.
- To examine the contract drawings, specifications and addenda for design deficiencies, impractical details and possible code violations, and to bring these to the attention of the necessary individuals.
- Development and refinement of the Project Schedule, and to work with the Project Team to keep the schedules properly updated, and to see that the job meets the various required dates.
- To verify that each Subcontractor has completed his contractual requirements as condition precedent to beginning his work at the jobsite. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and all associated documentation.
- To see that all required permits have been obtained and are posted.
- Ensures that project site and company assets are secure.
- To cooperate with, and direct when necessary, the activities of the inspection agencies, and to effect remedial actions indicated by the reports of these agencies.



- Manages and documents employee and subcontractor problems or nonperformance (along with the project manager) through mentoring/training, disciplinary action, termination, back charges, or other appropriate actions.
- Keeps owners/architects informed of progress throughout the life of the project.
- To review and approve the Subcontractor's monthly requests for payment.
- Ensures that the project closeout process is finalized to settle all financial obligations, demobilize all resources, and transition the project to the client.
- Builds effective relationships with customers, design team, subcontractors, suppliers, and user groups that reflect and support company core values and meets or exceeds the customer's expectations.
- Proactively seek new business opportunities through relationships.

Skills required:

- Employees must be able to read blue prints, have an understanding of project cost analysis.
- Intermediate level in Microsoft Office Applications - Word, Excel, Project and Outlook
- Intermediate to advanced level understanding of digital images (how to open, view, customize, upload and print them)
- Uses cellular and electronic mail communication tools effectively so as to continuously remain within communication range of other company managers
- Demonstrates solid presentation skills and verbal/written communication skills.
- 5 years construction experience with a minimum of 2 years as a Construction Superintendent.
- Attention to detail, and ability to multitask and prioritize workload.
- Ability to work outside year round in all types of weather conditions
- Availability to work extended hours as required by weather conditions or urgent circumstances
- Provides personal transportation that is insured, legal and reliable to multiple and sometimes distant jobsites



Physical Requirements:

Performance of the required duties will require physical ability to climb permanent and temporary stairs, 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.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.