



## ASSISTANT SUPERINTENDENT

AS OF FEBRUARY 2019

### OVERVIEW

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The Assistant Superintendent is responsible for assisting in the overall completion of a project. The Assistant Superintendent will assist the Superintendent and team members in whatever area it is demanded, whenever and wherever possible.

### RESPONSIBILITIES

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Essential job functions of the Assistant Superintendent include:

- Trade management, evaluation, & review
- Quality control and support of K2 safety program
- Collaborating with team members
- Assist in scheduling and coordination of overall project, materials, and trades
- Supervise all work to attain maximum quality standards while maintaining schedules
- Act as K2's field representative and liaison with trades, suppliers, & building department officials
- Coordinate, cooperate, & communicate with the Superintendent
- Equipment utilization
- Update and maintain project information in Procore in accordance with K2 standards (not limited to daily logs, photos, RFIs, submittals)
- Oversee K2 safety program and ensure project compliance
- Investigate all accidents/incidents that occur on the project
- Assist with job setup, communications, safety compliance, record-keeping, quality control and closeout
- Review construction activities to ensure that performance of work is carried out in accordance with contract documents and Owner's expectations
- Assist in the coordination of all Owner building turnover activities with various trades
- Ensure all trades embrace and work in compliance with health and safety requirements
- Ensure the accuracy of installation for each trade as it pertains to the construction drawings and scope of work for said trade
- Responsible for coordination of municipal inspection process for Certificate of Occupancy
- Suggest and make recommendations for process improvements

### REQUIREMENTS

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The requirements for the Assistant Superintendent position include:

- Prior experience in multifamily construction- Preferred
- Bachelor's degree in construction related field- Preferred
- Proficient with Microsoft Office (Word, Excel, Outlook, Projects)

- OSHA 10-hour certification
- Ability to interpret and build according to drawings and plan specifications
- Excellent communication skills
- Ability to lift 40 lbs and to operate heavy machinery
- Valid Driver's License
- Proven leadership ability
- Time management skills, along with multi-tasking, prioritizing and problem-solving capabilities
- Experience scheduling and supervising subcontractors
- Ability to supervise effectively at all levels and with a variety of personalities
- Proficiency in Microsoft Office (Word, Outlook, Excel)
- Be decisive, flexible & work well under pressure when faced with unexpected situations or delays and in a very fast-paced environment
- Knowledge of construction practices and terminology

**Interested Candidates should send a resume & cover letter to [careers@k2residentialolutions.com](mailto:careers@k2residentialolutions.com)**