



RESIDENTIAL TOWNHOME SUPERINTENDENT

OVERVIEW

The Superintendent is the daily construction site representative of K2 & has a primary responsibility of facilitating/escalating all questions, concerns, or instructions issued from the Owner to appropriate channels. The Superintendent is responsible with the overall project coordination, management of self-performed work, safety, quality control, & manpower analysis. The Superintendent oversees the site development work and project construction from building permit through final owner walk.

RESPONSIBILITIES

Essential job functions of the Superintendent include:

- Trade management, evaluation, & review
- Collaborating with team members
- Schedule and coordinate overall project, materials, and trades
- Supervise all work to attain maximum quality standards while maintaining schedules
- Act as K2's field representative and liaison architect, trades, suppliers, & building department officials
- Coordinate, cooperate, & communicate with the Project Manager
- Update and maintain project information in Procore in accordance with K2 standards (not limited to daily logs, photos, RFIs, submittals)
- Ensure accuracy of installation for each trade as it pertains to the construction drawings and scope of work for said trade
- Oversee quality control, inspection logs, & safety program
- Review manpower analysis and utilization, and make recommendations
- Review construction activities to ensure that performance of work is carried out in accordance with contract documents and Owner's expectations
- Responsible for coordination of municipal inspection process for Certificate of Occupancy
- Coordinate all owner project turnover activities with various trades
- Coordinate project walk through with ownership
- Facilitate weekly trade meeting
- Personnel evaluation & development of Assistant Superintendent, & Laborers
- Suggest and make recommendations for process improvements

REQUIREMENTS

The requirements for the Superintendent position include:

- 3+ years as a multifamily construction superintendent- Required
- 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

Looking for an opportunity to build? We are not a typical General Contractor. K2 is seeking dynamic thinkers to continue to support our rapid growth. We are currently hiring multiple positions both in the field and at our corporate office. Email your resume to: careers@k2residentialolutions.com