



Position Description

Position Title: Project Superintendent

Reports To: Bob Crowder, VP of Construction and Project Manager over assigned job site

Classification: Full-time, Exempt

Summary

The Superintendent is to provide on-site coordination for all phases of construction projects, including coordinating subcontractors, material, and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, quality control, and jobsite safety. The Superintendent 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 Superintendent's responsibility to protect and promote Keystone Construction's interests in all matters and to do whatever is reasonably necessary to carry out the position's duties and responsibilities.

The Superintendent is responsible for and will be held accountable for the timely completion of the project and ensuring that the project is constructed in strict accordance with plans, specifications, and local codes. The Superintendent schedules all subcontractors, consultants, and vendors, as well as ensure their completion of work within time allowed. This position is responsible for the coordination of work directed in the field. Superintendents ensure that conflicts or revisions to plans are communicated with the project team (i.e., superiors, architect, engineer, consultant, and owner) for mutual resolution, prior to execution of work that deviates from the approved plans. The Superintendent establishes and enforces job site quality control programs to ensure quality completion of construction.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- Ensure that subcontractor is fully executing and complying with contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily written log of activities on the jobsite.
- Preside over weekly subcontractor meetings designed to coordinate the work.
- Issue notices of non-compliance to subcontractors regarding quality of work or scheduling.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.
- Have a thorough understanding of the project documents, including, but not limited to the general contract, all subcontracts, contract drawings, etc.
- Assist Project Manager in the development and refinement of the project schedule and work with the Project Manager to keep the schedules properly updated to meet the various required dates.
- Receive and review subcontractor daily reports of work done, and labor and material employed.
- Review and approve all time and material work vouchers and invoices.
- Maintain good relations and communications with all involved in the project, including the public.

Non-Essential Functions and Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by senior management and essential functions are subject to change at any time with or without notice.

Position Requirements

This position requires a minimum of five years of verifiable project superintendent experience in multi-family, health care, and/or commercial construction. Competencies for this position include:

- Project management
- Planning and organizational proficiency
- Communication proficiency
- Leadership skills, couple with high emotional intelligence
- Mathematical skills
- Teamwork orientation
- Time management
- Problem solving/analysis
- Financial management
- Attendance and punctuality
- Quality management

Position Preferences

Having a bachelor's degree and at least seven years of verifiable project superintendent experience in multi-family, student housing, retail, health care, and educational construction projects is preferred for this position.

Work Environment

This is a full-time position that operates at the construction job site. 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. A Superintendent is occasionally exposed to a variety of extreme conditions at construction job sites. The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 to 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 50 pounds.

Personal Work Relationships

Must have the ability to work well with other employees, as well as with the general public, while maintaining a positive attitude at all times.

Travel

Travel to assigned jobsite is expected for this position. Most jobsites are in the Indianapolis metropolitan area, with a few projects located elsewhere in Indiana.

Supervisory Responsibilities

Directly supervises subcontractors, consultants, and vendors daily and is responsible for monitoring project security personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Notification

Keystone has made it a priority to meet with and hire from a diverse pool of candidates. Keystone is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.