



Position Title	Class / Location	Reports to
Senior Superintendent	Class I / All locations	General Superintendent
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/April/2023

POSITION SUMMARY

The Senior Superintendent will play a critical role in project operations. Responsible for managing a single large and complex project or multiple projects depending on the company’s needs this role will be a team leader assisting project teams in the day-to-day management of safety, quality, and schedule. The Senior Superintendent will identify, understand, and manage project risk and escalate issues to senior management including the Division Manager and General Superintendent. The Senior Superintendent will provide leadership, mentorship, training and coaching for project operations teams on projects as assigned.

Dedicated to The KNCC Experience; we bring our “A” game by rising to the challenge and doing the right thing. We are capable, caring, inspired and humble and focus on building a strong, vibrant future for every community we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Must have ability to fulfill all roles and responsibilities associated with the Superintendent job description
- Management of company’s large and complex projects or multiple projects as assigned
- Management of trade personnel regionally or on projects as assigned
- Senior Superintendent, in conjunction with the GS, need to be proactive in overseeing the projects to ensure successful outcomes, financial and otherwise
- Oversee, mentor, coach, and assist all Superintendents, Assistant Superintendents, and other project team members on projects as assigned
- Coordinate job start up with project teams and develop and maintain site logistic plans
- Assist with constructability review and value engineering efforts
- Assist Superintendents with master schedule creation, updates, budget and risk management
- Assist in jobsite coordination and work plans
- Review KNCC jobsite documentation for accuracy and completeness
- Work with project teams to track and document productivity and forecast labor
- Assist Superintendents with RFI’s, submittal reviews, product procurement and QC programs
- Assist with code compliance issues from all applicable governing entities
- Assist Safety Director and Safety Managers with jobsite safety compliance on all jobsites
- Attend OAC meetings on assigned projects and provide feedback to the KNCC team and management
- Manage relationships with client, design teams, consultants, and subcontractors
- Assist with subcontractor issues and concerns
- Assist in the development and implementation of company processes and procedures
- Evaluate and manage areas of risk for each project’s financial position

- Maintain a clear understanding of project closeout status on projects, providing oversight and direction as required
- Support the project teams with situations that escalate and require executive level involvement
- Communicate project status to General Superintendent and Division Manager
- Ensure staffing levels are appropriate for ongoing workload at assigned projects
- Assist with performance evaluations for all supervised employees
- Understand the workings of public projects including prevailing wage reporting and certified payroll reporting
- Assist in recruiting, interviewing, and hiring Superintendents, Assistant Superintendents, Foreman, and trade staff

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- A minimum of 10-12 years construction management experience
- Bachelor’s degree in Engineering or Construction Management preferred
- Prior work history and proven, successful leadership and/or supervisory role
- Must be confident and professional while conducting project interviews and internal/external interactions
- Must have a strong customer-oriented approach and a demonstrated professional demeanor
- Possess solid organization, written and verbal communication skills
- Must be efficient in time management, ability to multi-task and adhere to/meet deadlines along with a strong attention to detail
- Advanced computer skills with MS Office Suite, MS Project, and Bluebeam
- Experience with BIM/Navisworks/Autodesk preferred but not required
- Proven presentation abilities, including the utilization of Power Point or Prezi
- Experience with financial and construction project management software: Sage 300 CRE and/or Procore
- Current driver’s license and insurable driving record

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Signature: _____ **Name (print):** _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.