



Position Title	Class / Location	Reports to
Superintendent	I / Bend-Portland-Pendleton	
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/November/2021

POSITION SUMMARY

The Superintendent will be a critical project team member responsible for proactively planning, overseeing, monitoring, and generally managing all activities on a construction site. This role will take ownership of their assigned construction project delivery, partnering with other project team members ensuring quality, safety, schedule, and budget standards are met.

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:

- Provide complete supervision of work crews on-site including mentoring and training, management of foreman and their duties, ensure all employee have necessary resources, provide performance evaluations of field personnel, manage overall safety of the project and ensure all personnel have the proper tools and equipment.
- Manage site work and logistics of construction site and set up temporary facilities including all temporary utilities.
- Responsible for overall site safety to workers and visitors as well as managing compliance with established company safety policies and regulations as put forth by OSHA.
- Ensure all required materials, equipment, and inspections occur to support the project schedule.
- Work with the project teams to budget, forecast, and manage field personnel as well as management of labor, equipment, materials, tools, and other cost considerations.
- Track self-perform productivity against estimate, update project team of issues hitting budget targets and develop plan for mitigating impacts to overall performance of the project.
- Manage self-perform labor and verify efficiency, productivity and compliance with safety regulations and prevailing wage requirements.
- Prepare work plans and develop temporary facilities for the project.
- Understand, review, and manage project plans, specifications, and manufacturer's data and execute project based upon said documentation.
- Review construction documents for completeness and constructability and provide input for scope clarifications.
- Manage the overall project and 5-week look ahead schedules, including creating the master schedule and updating it on a regular basis.
- Generate RFIs as required to ensure completeness of the project documents and identify any discrepancies.

- Review submittals for compliance with project manual and plans, manufacturer's recommendations and code, or other standards applicable to the system.
- Lead project teams to manage the company's quality control program for the project.
- Conduct preconstruction planning.
- Participate, and lead when necessary, weekly owner, architect and contractor meetings.
- Conduct on-site project meetings with subcontractors and construction trades lead personnel.
- Manage subcontractors for all work performed on-site.
- Work with the project team to maintain relationships with owners, visitors, suppliers and project site neighbors as well as the surrounding community.
- Assist with business development, bidding, proposals and obtaining new work.
- Provide feedback on processes and procedures to aid in continuous development of the company.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in Engineering or Construction Management and/or 8-10 years of construction management experience preferred
- Proven successful leadership or supervisory role
- Must be confident/professional while conducting project interviews
- Advanced computer skills with MS Office Suite, MS Project and Bluebeam
- Experience with BIM/Navisworks/Autodesk is a plus
- Solid organization, written and verbal communication skills
- Efficient in time management, the ability to multi-task and adhere to/meet deadlines along with a strong attention to detail
- 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
- Must have a strong customer-oriented approach (for internal/external customers), demonstrated professional demeanor
- 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.