

Senior Superintendent

FUNCTION

The Senior Superintendent will manage six main areas of responsibilities; Lead and manage all onsite field operations, Communication, Leadership, Quality of our Product, Scheduling of projects, and Maintaining a Budget.

MISSION

The Senior Superintendent will maintain the integrity of Old Town in all aspects. All responsibilities performed require extensive knowledge and understanding of all Old Town properties, mission and values. Candidate will possess an entrepreneurial work ethic and be able to work collaboratively with other Old Town team members.

KNOWLEDGE

- Experienced in construction of specific project type and can train staff on technical and construction methods/techniques
- Actively mentors and trains project team in all construction issues

RESPONSIBILITIES

Senior Superintendent reports directly to the President of Construction. Primary responsibilities include managing all aspects of the on-site building process, safety, quality control, schedule, and manpower allocation. The successful candidate will demonstrate an excellent ability to construct large-scale Multifamily projects with strong communication and management skills that makes people want to follow you as a site leader. Additional responsibilities include:

- Supervise total construction effort to ensure project is constructed in accordance with design, budget, and schedule, including interfacing with client representatives, A-E representative, other contractors, etc.
- Plan, coordinate, and supervise on-site functions (scheduling, engineering, material control and may provide day-to-day direction of on-site administrative staff).
- Supervise craft employees and/or other Contractors.
- Provide technical assistance, i.e. interpretation of drawings, recommending construction methods and equipment as required.
- Assist project management in developing and implementing project procedures, working documents, standards, etc.
- Ensure all on-site personnel comply with project procedures, safety program requirements, and work rules. Document all violations, notify project management, and recommend/implement corrective action as required.
- Assure responsibility for productivity of crafts, efficient use of materials and equipment, and contractual performance of the project.
- Perform additional assignments per supervisory direction.
- Other duties as assigned.

LEADERSHIP & ORGNIZATION

- Develops and mentors team members in their career development and progress: assists, provided, and promotes training and staff.
- Leads development of master schedule; works with the project owner, project management, and subcontractors as required to implement schedule.
- Participates and able to contribute to the growth and sustainability of Old Town as an organization

Skills/Qualifications:

- 6+ years' experience as commercial construction Superintendent.
- Trade specific background or post-secondary education in construction related degree is preferred;
- Experience with computer-based scheduling programs such as Primavera or Microsoft Project.
- Computer based knowledge Word, Excel and project management systems such as RedTeam, or Procore a plus;
- Depth of understanding for complex building systems including: earthwork, utilities, foundations and structural systems, building envelope, MEP installation, and finish work;
- Knowledge and ability to facilitate milestone inspections and certificate of occupancy requirements with local building inspectors;
- Excellent ability to read blueprints and assemble practical phasing plans and project schedules;
- Excellent ability to plan and execute comprehensive logistics plans and site management; and
- Strong foundation of safety management practices and ability to build a safety mindset and safety culture on the jobsite.