



General Superintendent

June 2026

Primary Function:

The General Superintendent will be responsible for supporting and executing construction operations across Old Town Construction's project portfolio. Working in close partnership with Superintendents, Project Managers, Project Executives, and the Senior Vice President of Construction, the General Superintendent provides senior-level field oversight and operational leadership from pre-construction through project closeout. This role serves as the key operational link between construction leadership strategy and jobsite execution, ensuring that schedule discipline, safety standards, quality adherence, and efficiencies are maximized across all projects. The General Superintendent drives execution in the field and resolves issues proactively.

Contribution to Company Mission and Vision:

The General Superintendent will work collaboratively to ensure that the Company continues to create communities that flourish, while supporting the foundational principles of pursuing outstanding locations and timeless designs. The General Superintendent shall maintain the integrity of the Old Town brand in all aspects of their position while contributing to the values of gratitude, ownership, perseverance, adaptability, and innovation.

Role Absolutes:

- 1. Pre-construction schedule, logistics, and strategy input**
- 2. Construction phase execution inclusive of Old Town's build and brand standards**
- 3. Jobsite safety adherence across all active projects**
- 4. Quality control and punch list execution**
- 5. Staffing input and field team development**

Primary Responsibilities:

Pre-Construction Phase

Schedule, Logistics & Strategy Input

- Contribute to pre-construction planning by providing field-level input on project schedules, site logistics plans, and construction sequencing strategies
- Collaborate with project teams, preconstruction, and the development team to identify operational risks and confirm constructability

Construction Phase

Project Schedule Support and Execution

- Actively support the development and maintenance of project schedules
- Work alongside project teams to monitor milestone adherence
- Identify and communicate schedule variances early
- Implement action and recovery plans to keep projects on track as needed
- Drive accountability for the Superintendents and project teams across active projects

Jobsite Safety Adherence

- Promote a culture of safety across all jobsites
- Ensure compliance with company safety standards, OSHA regulations, and project-specific safety plans
- Conduct regular site visits and inspections
- Support safety training efforts and ensure on-site leadership is consistently enforcing safety protocols
- Document and escalate safety concerns in a timely manner

Logistic Strategy Support for Project Teams

- Support project teams in developing and executing site logistics strategies, including coordinating material staging, delivery sequencing, equipment placement, and workflow planning
- Assist in resolving logistical challenges that impact schedule or productivity
- Share best practices across projects to maximize operational efficiency

Quality Adherence

- Monitor construction quality against Old Town's build and brand standards across all active projects
- Conduct quality control walks and identify deficiencies proactively
- Ensure work-in-place meets required specifications before subsequent scopes commence
- Support the implementation and consistent application of quality control processes across the portfolio
- Guide training and use of established processes, such as Pre-Punch Checklists, to maintain successful coordination and timely turnover

Vendor Conflict / Dispute Resolution Support for Project Teams

- Assist project teams in navigating subcontractor conflicts, disputes, and performance issues
- Provide experienced field perspective and leadership to facilitate fair, timely resolution
- Minimize project impact and protect Old Town's subcontractor relationships

Attend Project Subcontractor Coordination and OAC Meetings

- Participate in regular subcontractor coordination meetings and Owner/Architect/Contractor (OAC) meetings as needed
- Maintain alignment and surface field-level issues across all project stakeholders
- Represent as the senior leader over the field in these meetings

Punchlist Strategy Support and Execution

- Develop and support punch list strategies that drive efficient project closeout
- Prioritize, track, and ensure completion of punch list items with project teams
- Work in collaboration with Asset Manager (and Property Management as needed) to communicate effectively and meet agreed upon standards

Staffing Input

- Provide input on field staffing needs across the projects and pipeline, especially superintendent assignments, to ensure projects are appropriately resourced
- Contribute to the identification and development of field talent
- Participate in the recruiting process for key field roles
- Support succession planning and retention of high-performing field personnel through active training and communication of growth plans
- Coordinate directly with the SVP of Construction on staffing recommendations and field team structure

Additional Qualifications:

- 7+ years' experience in commercial or multifamily construction
- Minimum 3 years of experience in a General Superintendent or Senior Superintendent capacity managing multiple projects or supervising other Superintendents
- OSHA 30 certification required; First Aid/CPR certification preferred
- Proficient in construction management and scheduling software (Sage, **MS Project**, or similar)
- Strong knowledge of construction sequencing, site logistics, safety programs, and quality control practices
- Experienced in facilitating subcontractor coordination and OAC meetings
- Demonstrated ability to manage subcontractor relationships and resolve disputes effectively
- Excellent communication and interpersonal skills; ability to work collaboratively across project and leadership teams
- Ability to read, interpret, and understand construction documents, drawings, and specifications
- Strong work ethic, team player
- Ability to motivate others while consistently holding them accountable

Reporting:

The position shall report directly to the Senior Vice President of Construction.

Confidentiality:

Following the Employee's acceptance of the Offer Letter, and prior to commencement of employment with the Company, the Employee shall execute the Company's confidentiality agreement.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by the employee within the General Superintendent role at Old Town. This description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee assigned to the role.