



## Position Description

**Position Title:** Construction Professional, Field Operations

**Role:** Superintendent

**Reports to:** Senior Construction Professional

**Supervises:** Junior Construction Professional

### Position Overview:

The Superintendent manages and coordinates all on-site construction activities, including but not limited to the supervision of all trades, field personnel, owner vendors that result in a successful project that are completed on schedule, and within given budget. This includes administering practices and procedures for a safe working environment, maintaining the highest level of quality, and providing excellent client service to position CK for future repeat business.

### Essential Duties and Responsibilities:

#### *Internal and External Relationships*

- Engages with the mission and objectives of our customers to build trust and confidence
- Collaborates with project team to lead resolution of field issues and participate in resolving other project issues
- Effectively represents CK internally and externally and can highlight CK to others while keeping with the company's mission and objectives
- Prepares and presents site utilization/phasing plans, general conditions cost projections and project schedules to support CK in the pursuit of new work
- Builds strong subcontractor relationships through consistent management of construction projects based in high levels of communication, accountability, and planning.
- Participates with project management and estimating team in vetting potential subcontractors.
- Provides feedback to project team regarding subcontractor teams.

#### *Execution*

- Upon request, supports pre-construction efforts through document review and scope development. Identifies cost and time improvements
- Reads and interprets contract language (owner and subcontract) and applies contract terms effectively to mitigate risks in the field



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- Works collaboratively with project team to develop and implement a project plan, including logistics/phasing plans, workforce projections, etc. for each assigned project
- Leads efforts to plan and sequence work activities and to develop project schedules in coordination with the Project Manager and the project team (subcontractors, owner vendors, etc)
- Works with project manager to effectively manage project budget
- Assists in change order management on assigned projects, including scope, schedule durations and general conditions
- Supports the preparation and implementation of project QC plans. Performs submittal reviews, leads pull-planning and pre-construction meetings, verifies materials, etc. for assigned trades
- Oversees and executes punchlist and warranty process expeditiously.
- Identifies field risks (safety, quality, schedule, etc.) and proactively develops and communicates a plan to mitigate.
- Leads CK safety program. Proactively plans work activities and communicates with subcontractors to maintain a safe work environment. Ensure proper safety behavior and takes measure as needed for the entire project
- Manages incident reporting, investigation and follow-up
- Initiates and executes field meetings, including foremen's meetings, safety meeting, etc. Actively participate in owner's meetings
- Proactively schedules testing and inspections requirements, including proactively resolving issues
- Resolves issues relative to the contractual and construction documents. Leads team in determining building means and methods
- Prepares and/or monitors all jobsite document controls including daily reports, quality management checklists (Rolling Completion Log, RCL), punchlists, schedule updates, timesheets, quantity reporting, RFI's and field issues or changes

### *Managing Others*

- Provides on the job, day to day coaching and learning opportunities to assigned direct reports and a cross sectional group of CK team members
- Communicates information to impacted parties in a timely and accurate manner
- Provides regular feedback to direct reports and others to include recognition and improvement opportunities
- Delegates tasks as needed to ensure project commitments are being met
- Participates in recruiting and interviewing efforts to help CK attract the best talent



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### *Leadership across CK*

- Can train team members on technical and construction methods and techniques
- Models CK corporate values
- Holds self and others accountable to achieve project and company objectives
- Makes timely and reasonable recommendations and decisions by assessing risks, impacts and benefits
- Develops positive relationships internally to drive collaboration and teamwork

### **Quantified Outcomes:**

- 100% of projects finished on time or better
- Project Documentation completed daily (Daily reports, RCLs, As-built documents, etc)
- 100% Zero safety incident projects
- 100% Project Punchlists completed within CK standards

### **Qualifications:**

- 3+ years of construction experience
- Experience managing process and people to achieve results
- First Aid and CPR certification; OSHA 30-hour certification (or willing to complete within the first 180 days of employment )
- Knowledge of computer programs, including Microsoft Office and Google Suite
- Expressed interest in industry trends and innovations
- Strong self-motivation and work ethic and humility
- Demonstrated Emotional Intelligence – knows how to work with others to achieve a common goal
- Excellent verbal communication skills. Adequate written communication skills
- Excellent organization skills and ability to multi-task
- Ability to read and interpret construction documents, including contracts, plans and specs, etc.
- Acute attention to detail
- Demonstrated issue resolution capability
- Meets commitments
- High degree of integrity



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### Physical Demands and Working Environment:

The person in this position primarily works on a construction project site and:

- Very frequently moves through construction sites to inspect progress
- Frequently ascends and descends ladders and stairs to inspect construction progress on project sites
- Positions self to inspect construction progress frequently
- Applies construction tools, such as tape measure, levels, etc. to assist on inspection of construction projects
- Observes work to ensure it is being performed safely constantly
- Occasionally moves construction materials and equipment, weighing up to 100 pounds
- Operates a computer and other office productivity machinery daily
- Frequently communicates with stakeholders and partners by phone, computer and in-person
- May be exposed to outdoor weather conditions, including inclement weather, heat and humidity
- May be regularly exposed to loud noise level
- May be regularly exposed to dust

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.