Job Title: Construction Superintendent
Department: Construction
Supervisor: Vice President / Director of Construction
FLSA: Exempt

JOB SUMMARY: The Lead Superintendent has primary responsibility to supervise and manage jobsite construction activities for the physical construction of new apartment home projects. He/she supervises the on-site Assistant Superintendents, subcontractors, vendors and punch-out staff assigned to the projects. The primary duties are as follows:

ESSENTIAL FUNCTIONS:

Personnel:

Supervises the activities of Assistant Superintendents and punch-out staff assigned to the project.

Provides leadership and direction to field staff on the jobsite, which includes but is not limited to providing regular guidance and motivation and actively participating in performance evaluations of jobsite staff.

Document Review and Planning:

Completes a review of all construction plans and contract scopes that are associated with the project to which he/she is assigned. Offers feedback to the Pre-Construction team on construction process and design features from previous projects.

Construction:

Ensures that the project is built in accordance with plans, specifications and contract documents.

Ensures that weekly subcontractor communication and safety meetings are conducted on the jobsite and participates in all jobsite development status meetings.

Ensures that “Violation of Compliance Standard” safety forms are prepared and submitted to the Director of Construction / Project Manager on a weekly basis.

Ensures that Daily Report forms are submitted weekly to the Corporate Office.

Communicates to the Director of Construction / Project Manager the appropriate information required to maintain job schedule updates on a weekly basis.

Ensures that all materials directly purchased by J.C. Hart are verified for compliance and completeness of the order as they are received in the field. Ensures that all materials are coordinated for timely delivery and material is distributed on site and in buildings.
Ensures that delivery tickets are stamped, coded and processed properly as they are received from shipments. Coded and approved tickets shall be delivered to the Corporate Office on a weekly basis.

Reviews and processes subcontractor/vendor pay requests in accordance with the processes and timeframes as outlined by accounting.

Ensures that all governmental, lender, manufacturer and consultant tests and inspections are performed in a timely manner and all approvals are obtained in writing and submitted to the Corporate Office promptly.

**Project Close-out:**

Confirms that all interior and exterior punch lists are completed promptly and that all warranty dates are clearly established and communicated to the Director of Construction / Project Manager.

Assists with warranty and non-warranty related coordination and oversight when requested by the Director of Construction / Project Manager.

**Unit Turn-over to Management:**

Ensures that building completions, including the building interior and exterior punch list inspections, are performed according to schedule and that all punch work is completed in a timely manner.

Assists in the coordination of construction efforts with the Property Manager and Maintenance Supervisor to provide a desirable leasing experience for prospective J.C. Hart residents.

**KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform essential functions.

- **Education and/or Experience:** High School Diploma or GED required and a minimum 5 years supervisory experience in construction management; College degree in Building Sciences is preferred. Computer experience in Microsoft Excel, Microsoft Project and other business related software is desirable.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentages.

- **Reasoning Ability:** Ability to make and implement decisions under conditions of risk and/or uncertainty. Ability to analyze and troubleshoot problems independently.

- **Communication and Presentation Skills:** Ability to read, write and analyze various construction-related documents including plans, contracts and schedules. Ability to communicate with and assist the Director of Construction / Project Manager, Development and Property Management groups throughout all phases of the project.

- **Leadership and Staff Development:** Experience in managing a diverse workforce including Assistant Superintendents, Punch-out Staff, Subcontractors and Vendors. Ability to maintain schedules, manage conflict and drive business results by managing the performance of job site workers.

**PHYSICAL WORK ENVIRONMENT:**

The Construction Superintendent is assigned to the corporate office while bidding out the job. Once the job is ready, the Construction Superintendent is assigned to the on-site project construction trailer. The Construction Superintendent supervises all construction activity at the job site, including walking completed units.
STATEMENT OF EXPECTATION:

Corporate Integrity: All Associates in all positions are expected to act professionally at all times, including but not limited to treating others with respect, valuing diversity, supporting team/project goals and following company policies and procedures. For more details on what professional behaviors are expected, refer to the Associate Policies and Procedures manuals.

Core Values: All Associates will abide by The J.C. Hart Company Core Values of Passion, Integrity, Development, Innovation and Teamwork, supporting our ultimate goal of Excellence.

(Associate Signature)

(Date)