

# PROJECT SUPERINTENDENT - TRAVELER



**Reports to:** General Superintendent  
**FLSA Status:** Exempt

## **Job Summary:**

The Project Superintendent (PS) assumes accountability for project site coordination, subcontractor and supplier scheduling, site safety, quality and productivity while maintaining and nurturing relationships with the entire project building team.

## **Job Scope and Essential Functions:**

### *Responsibilities:*

- Understand general conditions budget; ensure financial success of the project by maintaining and/or reducing costs
- Ensures conformance with all safety requirements including conducting inspections and orientations, identifying and resolving hazards and communicating safety plans
- Exhibits personal behavior that demonstrates commitment to safety
- Drives execution of work on-site while ensuring quality standards and contract documents are followed, maintains project schedule
- Works collaboratively with all building partners including owner, architect, engineers, subcontractors and suppliers
- Completes all daily, weekly and monthly diaries and reports
- Attend owner meetings
- Obtain all necessary governmental agency and utility company's approvals, permits and inspections
- Prepare, manage and complete punchlist and closeout documents

### *Role Competency:*

- Flexibility: adapts to change and is open to new ideas or solutions, handles pressure and timelines, adjusts plans to meet changing needs
- Manage conflict: listens well, diffuses conflict, finds solutions
- Cost control: plans for and uses resources effectively
- Results focus: sets goals and achieves results, prioritizes tasks, accepts accountability
- People development: provide coaching and feedback through mentoring role

## PROJECT SUPERINTENDENT - TRAVELER



- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve

### *Travel:*

- Travel Per Diem (lodging and meals) is based on current GSA rates applicable for project location
- Housing options are at your discretion while you are benefitting from the Per Diem rate. Associates are responsible for making your own arrangements. Lodging more than 50 miles from the project site must be approved by your manager. (NO RVs, campers, pop-ups, tents or other are permitted on project sites)
- All reservations for air and/or car rental reservations should be booked with KCC's Administrative Specialist after you have received PM/Manager approval on the Travel Authorization Form
- Travel to your residence (permanent home address) is scheduled for every 3 (three) weeks. Special circumstances can be discussed if an earlier week needs to happen prior to the scheduled rotation or in emergency situations.
- The superintendent can set up to go home for the weekend by leaving the project site Friday afternoon to ensure the trades are set up prior to departing the site. The superintendent shall return to the project site early Monday morning. All subcontractors, whether onsite or not, must be notified of this schedule. The superintendent must stay in communication with all subcontractors during the time offsite
- Submit in a timely manner the per diem form that comes out every other week from accounting in order to receive for reimbursement
- Superintendent may from time to time have to assist with local subcontractor exploration and vetting.
- If working onsite with a team (PE, Assistant Superintendent or another Project Superintendent) weekends home and PTO must be coordinated accordingly to prevent a situation where there is no site coverage
- *Please refer to the KCC Associates manual on KCCConnect and your manager for the travel policy*

# PROJECT SUPERINTENDENT - TRAVELER



## *KCC Core Values:*

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

## *Qualifications:*

- OSHA 30 Hour (or advanced)
- CPR/AED/BBP and First Aid training
- 6+ years field-related duties

## *Technology Skills:*

- IOS
- Microsoft Office Suite
- Microsoft Project
- Procore
- Bluebeam
- Video/Web Conferencing
- Drone (FAA certification and flight management)
- Revit/Navisworks (recommended)
- AutoCAD (recommended)

***Physical Demands:*** is capable of driving short and long distances to project sites, capable of walking project sites that may include climbing stairs, ladders, scaffolding, suspended staging and varying heights. Must be able to work in varying weather conditions. Occasional relocation may be necessary for out of town work.

***Working Conditions:*** 95% field office and site environment and 5% office environment