



*Building Better Lives*

## **Role Profile**

### **Project Superintendent**

**for**

**Lead Role / New-Build / Mid-Rise / Denver, CO**

#### **Company Description**

Palace Construction Co, Inc. strives to be the most valued construction and restoration services partner by approaching each task with the mission of exceeding expectations and providing exceptional services to our clients, coworkers, and community. Since 1963 – and following in the footsteps of our founder’s motto to always “Do the Right Thing” —we carry on our sustaining mission and live by our tagline “Building Better Lives.” We honor our values of being professional, accountable, loyal, adaptable, consistent, and exceptional and understand that these values apply to how we interact with ourselves, our staff, our clients, our trade partners, and our community.

#### **Title**

Superintendent

#### **General Role Description**

The Superintendent leads the field staff and Subcontractors through open communication, fostering an environment of safety, accountability, accuracy, and strives for continuous improvement and innovation while maintaining elevated levels of expectations toward quality and schedule. This leadership position will work with the Project Manager and project staff to establish site specific safety requirements and QA/QC plans in accordance with Palace’s QMP (Quality Management Program). The Superintendent will ensure that all tasks are scheduled properly and ensure inspections are called for and meet the design criteria. In addition, this individual will work with direct reports to meet their goals and is accountable to the General Superintendent. It is essential that the individual possess excellent listening and people

skills to foster cooperation within the team as well as strategic leadership skills needed to meaningfully conduct the flow of the Subcontractors all while maintaining schedule and safety. This individual will also have a passion for continuous improvement, a strong sense of accountability, and an ability to partner with the Clients and subcontractors to optimize partnerships to their full potential. Thus, completing projects with profitability and satisfaction to our clients.

This position reports to the General Superintendent and has direct supervisory responsibilities of the Assistant Superintendent, Carpenter Foreman, Carpenters, and Labor. In addition, this position provides guidance, leadership, and mentorship for on-site engineering field staff.

### **High Level Key Responsibilities**

#### **General**

- ✓ Drive the culture on the foundation of the core values
- ✓ Lead the team by example
- ✓ Set the level of expectations for Subcontractors
- ✓ Oversee all safety, quality, and schedule on the project
- ✓ Drive continuous improvement
- ✓ Assess desire and skill sets of people
- ✓ Participate in an effective employee review process
- ✓ Mentoring of the project team members

#### **Operations:**

- ✓ Plan and conduct Subcontractor meetings
- ✓ Review and learn the scope of each subcontractor, self-performed work, owner provides/contract, and materials, equipment needs (and who is providing/responsible for this equipment), etc.
- ✓ Participate in the constructability plans, specification review, and shop drawing coordination
- ✓ Obtain the necessary permits needed to start the project
- ✓ Assist with preconstruction meetings with all project Subcontractors as needed
- ✓ Create, analyze, and update critical path schedules using MS Project and Primavera P6
- ✓ Establish a solid plan and strategy for a successful project
- ✓ Coordinate the delivery/pick up of the office trailer if needed on the jobsite
- ✓ Ensure required OSHA postings are posted in the office trailer
- ✓ Complete daily reports with accuracy that are backed up with job photos for all activities
- ✓ Create observations in Procore for safety violations and deficiencies noted in the field that will be discussed in your Subcontractor meetings
- ✓ Ensure project is performed in accordance with Palace standards and quality requirements, construction documents, governing agencies
- ✓ Walk jobsite to monitor safety, quality, construction schedules, cleanliness of site, cleanliness of job office, field staff issues

- ✓ Provide General Superintendent with field personnel needs
- ✓ Continually develops individual supervisory and management skills
- ✓ Support opportunities, classes, training to grow within the company
- ✓ Prepare and perform Assistant Superintendents performance evaluations on a yearly basis (at minimum)
- ✓ Participate in regularly scheduled Superintendent Meetings to discuss safety, quality, concerns, policies, and procedures, etc., and to distribute pertinent information
- ✓ Report to General Superintendent all concerns considered important that are out of the ordinary or are beyond the authority of the position
- ✓ Ensure the adherence to procedures, practices, and policies on the jobsite
- ✓ Complete all warranty callbacks and resolve promptly
- ✓ Participate in the monthly Project Review Meeting and report on safety, schedule, delays, material procurement issues, subcontractor issues, and recovery plans if needed
- ✓ Complete the Superintendents Safety Audit and post in Procore. The Superintendent will issue audit to subcontractors with a follow up on violations to be corrected
- ✓ Set up and attend all warranty training meetings
- ✓ Close out all permits
- ✓ Obtain Certificate of Occupancy and file in Procore
- ✓ Remove all temporary construction items, office trailers, storage trailers, fencing, etc.
- ✓ Ensure that project close out is completed in a timely manner
- ✓ Lead the final walk-through and inspections, as needed
- ✓ Review and approve timecards of field staff

## Safety & Quality

- ✓ Enforce the company's safety compliance and procedures
- ✓ Accompany 3<sup>rd</sup> party safety consultants and STF (Safety Task Force) during jobsite walks
- ✓ Enforce the Quality Assurance / Quality Control Plan to ensure project success of the core concepts behind the plan: Document Control, Constructability, Submittals, Trade Partner QC, QC Checklists, QC Drawings and Overlays, and Inspections (internal and external)
- ✓ Maintain OSHA compliance on jobsite
- ✓ Participate with documenting the QA/QC Plans and keep consistent with company procedures
- ✓ Lead the project team to ensure compliance with the safety & quality programs including completion of project specific plans and inspections
- ✓ Ensure required OSHA postings are posted in the office trailer
- ✓ Create observations in Procore for Safety violations and Quality Control deficiencies noted in the field that will be discussed in Subcontractor meetings
- ✓ Ensure that weekly jobsite safety meetings are conducted for Palace and subcontractors
- ✓ Recognize Safety violations and correct them immediately
- ✓ Plan and conduct mock evacuations on job site

## **Scheduling**

- ✓ Create an MS Project and/or P6 schedule with milestones and critical path analysis
- ✓ Update schedule with team to ensure they are being maintained and/or accelerated to ensure compliance with the prime contract
- ✓ Hold all Subcontractors accountable to the schedule and use it as a tool to ensure accurate updates

## **Finance / Risk Management:**

- ✓ Mitigate risk by following the contract drawings
- ✓ Understand all contractual obligations

## **External Leadership**

- ✓ Develop an "Inner Circle" of Subcontractors
- ✓ Be a leader in industry associations
- ✓ Participate as a representative in interviews for future Palace jobs
- ✓ Participate in company events

## **End of Role Profile**

# Experience Requirements for This Position

## General Requirements

- ✓ Familiarity with commercial and multi-family construction procedures
- ✓ Minimum 10 years' experience in a lead supervisory position in the construction field
- ✓ Excellent written and verbal communication skills
- ✓ Equipment operator certification (forklift, skid steer)
- ✓ 30-hour OSHA minimum (with refresh within last 5 years)
- ✓ Proficient verbal and written communication skills
- ✓ Highly proficient in the use of software (Procore, Word, Excel)
- ✓ Education: College preferred, or equivalent experience

## Mid-Rise Construction Requirements

- ✓ **Mandatory Prerequisites**
  - Experience working on at least 4 and leading at least 2 multifamily new-build projects with construction values between \$35 million and \$75 million
  - Experience as lead superintendent on a minimum of 2 (two) mid-rise construction projects during all core phases of construction
  - Experience as lead superintendent with urban infill site construction with just-in-time delivery planning methods
  - Experience as lead superintendent on projects with excavations, shoring, mass concrete construction, and concrete podium construction
  - Experience directing, leading, and coordinating projects utilizing tower cranes and material hoist
  - Experience with means, methods, and quality management of exterior envelope systems, dry-in techniques, and penetration coordination

✓ **Additional Experience Requirements**

- Experience with mass timber construction (CLT floor systems)
- Experience with cold formed steel framing (CFS structural wall systems)
- Denver Building Department and Denver Fire Department building official working relationships
- Familiarity with the culture and standards of practice (regional industry standards) of the Denver, CO market.
- Experience with coordinating mixed trade project sites (open shop + union trades working together)

**Compensation**

Salary range of \$120,000/yr to \$150,000/yr + benefits. Salary is commensurate on overall level experience and attributes. We offer a great benefit package including Medical, Dental, Vision, 401k and 401k Employer Match, Life Insurance, Short- and Long-Term Disability, Health Savings Account, Flexible Spending Account, Health Reimbursement Account, Employee Assistance Program, Accident Insurance, Critical Illness, and Hospital Confinement. We also offer Vacation, Holiday, and Sick Pay.