



Project Superintendent

Job Description

About NRK Construction:

Started in 2015, NRK Construction is a woman and minority owned firm that facilitates our clients' visions through commercial and residential building construction. We accomplish this through timely communication, transparent budgeting, team focused safety and consistent quality. We are a rapidly growing construction company looking for individuals to join our team who have an entrepreneurial spirit and are interested in long-term growth potential.

Summary:

This position will manage labor, materials, equipment, and subcontractors related to construction projects in a safe, quality, and efficient manner in an effort to meet performance, financial, and scheduling project goals. NRK Construction specializes in new construction, tenant buildouts, renovations and multifamily housing and so experience in these areas will be a plus.

Essential Functions:

Under general supervision, the Project Superintendent position will manage and control assigned construction projects to include overseeing field operations, site safety, productivity, schedule, quality, and trade contractor and supplier coordination and will work in conjunction with the owner and project manager.

Responsibilities include, but are not limited to:

- Construction responsibilities include, but are not limited to, managing all aspects of the field construction process; coordinating and scheduling all subcontractors, trades, and materials; having regular communication with subcontractors and suppliers; ensuring the project is constructed per plans and specifications; reporting daily on job site activities; monitoring and documenting changes to as built drawings; inspecting work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules; and ensuring all projects are completed according to NRK Construction's quality control standards.
- Project closeout responsibilities include, but are not limited to, preparing for, coordinating, and successfully completing all phases of the final inspection process.
- Safety responsibilities include, but are not limited to, insuring job safety requirements are understood and implemented by all project personnel and trade contractors according to NRK Construction's Safety Manual; watching for and correcting all safety hazards at the jobsite; and reporting all safety incidents to safety personnel.

The above responsibilities are not arranged in order of priority and are not all inclusive. These duties are not meant to restrict initiative, but rather to describe minimum activities. These duties may change to meet the needs of the company.

Knowledge, Skills, and Abilities:

- Plan and direct construction activities on the building site
- Basic knowledge of materials and methods used on construction job sites
- Basic knowledge and understanding of common construction documents, drawings, and specifications
- Basic knowledge of common used construction equipment, construction means, methods, materials, and cost control
- Basic knowledge of applicable safety regulations
- Ability to operate small construction tools and related equipment as needed
- Ability to analyze and develop solutions to complex problems
- Ability to communicate effectively with all project team members

Education Qualifications:

Minimum: High School Diploma

Preferred: BS in Construction Management; 4+ years of experience may be substituted in lieu of a 4-year degree

Experience Qualifications:

Minimum: 5 years of general commercial construction experience

Preferred: 5+ years of general commercial construction experience as a lead foreman, assistant superintendent, or equivalent, OSHA Certifications

Work Environment:

This position works indoors and outdoors at project sites. Hours may be subject to job site schedules.

Physical Requirements:

While performing the duties of this position, the employee is regularly required to, stand for extended periods, walk, use hands and arms, talk, hear, and view a computer monitor. Lifting up to 50+lbs occurs occasionally. Most duties are performed outside in the elements on a job site which may include exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration.