



## **Job Description**

**Job Title:** Superintendent/Senior Superintendent

**Job Family:** Construction (Operations)

**Reports to:** Director of Construction

**FLSA Status:** Exempt

**Prepared by:** Landsea- Western U.S.

### **Purpose:**

Manage all aspects of the home building process to execute the business plan. In order to achieve this, the Superintendent will adhere to procedures, budgets, construction schedule, safety standards and have a team & customer-centric mentality. The overall goal is to deliver quality built homes as per the established budget and business plan in a way that represents our corporate culture and commitment to our customers.

### **General Responsibilities:**

1. Deliver homes as per the Construction Schedule and according to the business plan.
2. Demonstrate leadership while maintaining alignment with our corporate culture and mission.
3. Manage/Mentor Assistant Superintendent.
4. Stay informed and educated on latest information for all plans and specifications.
5. Maintain a clean, orderly and safe jobsite at all times.
6. Perform quality walks every day of the entire job site and activity.
7. Ensure all site personnel comply with our job site rules, safety standards, OSHA & SWPPS regulations by conducting daily supervision and issuing prompt violation notifications to our subcontractors.
8. Ensure Models are clean, maintained and presentable.
9. Conduct Pre-construction meetings with Subcontractors to review the overall goal, plans, schedules and any site specific information.



10. Oversee, schedule & coordinate Subcontractors, Vendors, Consultants, Managers and City Inspectors.
11. Conduct weekly Tailgate Talks (safety) as per safety consultant's recommendation.
12. Immediately report all job site accidents in accordance with company procedures.
13. Order materials to ensure their timely delivery to job sites in accordance with scheduling requirements.
14. Inspect all material upon delivery ensuring it's correct per order.
15. Store materials so as to prevent theft or damage.
16. Provide direction/coordination to Design team to ensure options are selected, ordered and installed within the flow of the construction schedule/cut-off dates.
17. Anticipate and prepare for all regulatory inspections.
18. Collaborate with consultants and governing agencies to maintain compliance with current regulations.
19. Provide weekly updates on the progress of Construction/Milestone Schedule.
20. Conduct quality control inspections on all homes under construction on a daily basis during all key phases of construction, i.e. Framing, Drywall, pre-flooring, after flooring, pre-delivery.
21. Perform Framing Walks with customer.
22. Communicate with Sales Team, Design Team and Customers on any schedule impacting events as soon as possible.
23. Manage Third- Party Quality Control Inspection program, i.e. ensure defects/missed items are reported to subcontractor, follow through on QC Punch list to completion and report as complete to third-party company.
24. Inform General Superintendent, VP of Operations, VP of Purchasing and Director of Customer Care of any delays, trends in defective material, installation or process.
25. Evaluate options selected and identify pros & cons as it pertains to construction schedule as well as customer satisfaction.
26. Review and approve Invoices for Subcontractors and Vendors after confirming work, quantity of work and if material was delivered/installed.
27. Complete each home to ensure it is ready to be walked prior to carpet installation as well as for the New Home Orientation with the Customer.
28. Strive for completion of New Home Orientation items upon COE.



29. Assist Project Manager with job site completion items.
30. Provide guidance and assistance to team members as it relates to managing the customer's experience.
31. Maintain accurate plans and files throughout the life of the project to ensure ease of archiving at the end of the project.

#### **Senior Level Responsibilities:**

1. Train, Mentor and Supervise Assistant Superintendent.
2. Ensure construction employees directly reporting to Senior Superintendent adhere to company policy and departmental procedures.

#### **Qualifications**

- High School Diploma or GED required.
- Minimum of 5+ years of experience as a Superintendent in the new home construction industry; or equivalent combination of education with experience.
- Ability to read and understand architectural, structural and civil plans.
- Practical knowledge and application of Construction Codes (CBC).
- Ability to use job related tools and equipment.
- CPR, First Aid, Heat Illness Prevention, OSHA 10 hr. & dust control certifications preferred but will be offered via company training.
- Excellent interpersonal communication skills in order to effectively communicate with tact, professionalism & diplomacy.
- Conflict resolution skills.



- Computer literate with general knowledge of MS Office (Word, Excel, Outlook) and various industry related software.
- Capable of multi-tasking, adhering to strict deadlines, prioritizing, delegating and delivering accurate work.
- Demonstrate ability to stay organized, accurate and efficient in a high-paced environment.
- Proactive and collaborative mentality.
- Ability to develop and maintain positive business relationships with team members, City Inspectors, Subcontractors, Vendors and Customers.
- Takes initiative in executing tasks.
- Demonstrate strong commitment to quality and customer service.
- Valid California driver's license and vehicle insurance.