



Site Superintendent Job Description

Job Title:	Site Superintendent – Mission Critical
Reports to:	Project Manager

SiTESPAN is a solutions provider that specializes in the design, construction and operation of highly technical facilities. We are looking for individuals with 8-10 years of experience in mission critical construction management to join our team in Overland Park, KS.

Job Purpose

Site superintendents are responsible for the coordination, implementation, execution, control and completion of assigned projects.

A SiTESPAN site superintendent is one who consistently delivers, on time and within budget, projects that far exceed client expectations. They diligently plan, organize, and manage work to reach goals and employ the best strategies for achieving desired results. SiTESPAN site superintendents always follow through on commitments, take personal responsibility for the quality and timeliness of work, and achieve results with little oversight. They consistently go above and beyond and adapt to changing needs, conditions, and work responsibilities. Our site superintendents effectively cultivate good team and group dynamics, demonstrate the technical and practical expertise for successful project completion, and display an ongoing commitment to learning and self-improvement. They have an aptitude for unique problem solving and the capacity to develop solutions that are beneficial to all team members.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Duties and Responsibilities

- Assist in the development and maintenance of preconstruction, construction, and closeout execution plans
- Assist in reviewing project drawings and specifications to gain a full understanding of project scope, client goals and expectations, and resource requirements for each phase of the project
- Identify construction approaches and risks to ensure efficiency and mitigate exposure
- Assist in soliciting and coordinating subcontractor and supplier bids for labor, material and equipment
- Assist in the development and maintenance of project schedules, durations, and sequencing logic
- Oversee the activities and performance of subcontractors and suppliers to ensure compliance with quality requirements
- Manage client interaction and promote positive relationships
- Monitor project progress to ensure compliance with financial, operational, and/or scheduling requirements
- Facilitate communication between subcontractors, suppliers, and other project participants
- Resolve worksite issues quickly and effectively in order to keep work progress on track
- Gather information, develop solutions, and adjust to necessary changes in work sequences
- Assist in the evaluation of subcontractor and supplier invoices against actual performance
- Assist in evaluating the legitimacy of subcontractor and supplier change requests in terms of contractual requirements and validity of cost estimates
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations
- Provide a daily report of site conditions including weather, work scope, force levels, and safety issues
- Supervise completion of punch-lists, close-out documentation, and demobilize the job site at the completion of a project

Core Competencies

- Critical thinking and problem solving skills
- Planning and organizing
- Decision-making
- Time management and prioritizing

- Attention to detail and accuracy
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Client focused
- Conflict management
- Adaptability
- Stress tolerance

Education and Experience

- Bachelor's degree in Engineering, Construction Management or equivalent combination of technical training and related experience
- Minimum of 8-10 years of experience in mission critical construction site management role
- Experience in Mission Critical

Knowledge, Skills and Abilities

- Thorough knowledge and understanding of construction drawings, specifications, schedules, and means and methods.
- Demonstrate innovative problem-solving and a strong analytical skills that can be applied to resolving complex job site situations
- Strong ability to prioritize and develop work schedules that incorporate multiple trades
- Maintain composure, professionalism and objectivity in difficult situations and effectively resolve conflict without escalating tension
- Demonstrate confidence in spotting construction productivity issues and taking action to resolve them expeditiously
- Excellent communication skills, both in writing and face-to-face
- Strong ability to build relationships, lead others into action, and work exceptionally well under pressure
- Demonstrate a strong knowledge of materials and resource allocation, construction tools, and execution according to plan specifications
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Knowledge of project management and scheduling software

Working Conditions/Hours

Site superintendents work out of a field office at the construction site where they monitor the project and make daily decisions about construction activities. Site superintendents encounter few safety hazards, but must be extremely cautious when working onsite.

Most site superintendents work full time, however, the need to meet deadlines and respond to emergencies often requires long hours. Frequent travel will be required depending on project location, especially when managing multiple projects. In some cases, site superintendents are required to temporarily relocate to another city or state during a project.

Compensation

Hourly wage or salary will be based on education and relevant experience. Employees are also eligible to participate in SiTESPAN's discretionary bonus structure based on personal performance and project profitability.

Benefits

Health insurance premium allowance
 Safe Harbor 401k retirement plan
 Paid time-off
 Professional training and development

Applicants can apply for this opportunity by emailing a resume to veronicawalton@sitespanllc.com.