



Project Superintendent - Apartments

Position Summary

Supervise and direct all aspects of the Apartment Community construction from offsite work to move-in. Responsible for quality control in construction. Projects are located in the Inland Empire.

Key Duties and Responsibilities

- Experienced with offsite installations including but not limited to: grading, installation of wet and dry utilities, public work improvements, landscape and amenities.
- Experienced with multi-family apartment vertical construction emphasis on wood framed apartment construction.
- Ability to interpret and build according to drawings, specifications and other job-related documents.
- Knowledge of California Building Codes, Cal OSHA, SWPPP regulations. Ensure that the work is in compliance with City or County requirements and building codes
- Ability to manage and maintain a construction schedule in the field with vendors and reporting back to corporate office.
- Ability to manage and enforce quality construction installations with contracted vendors.
- Able to identify problems and present creative solutions to management.
- Responsible for safety and correcting issues as delegated within assigned communities.
- Responsible for inspections and corresponding paperwork.
- Ensure timely home completions and deliveries based on posted COE dates.
- Coordinate with various managers/departments regarding plans and specifications.
- Coordinate with Customer Care Representative on quality and walk-through preparation of home sites for move-in.
- Responsible for the Community and Inventory Homes.
- Coordinate compliance with Conditions of Maps and Conditions of Occupancy.
- Perform all other duties as assigned

Qualifications & Requirements

- 7 years of experience in multi-family apartment vertical construction
- In-fill work experience is beneficial
- Strong verbal and written communication skills
- Strong plan reading and takeoff skills
- Work well with other team members, vendors, public agency officials and homebuyers.
- Extremely organized and able to handle multiple projects at once
- Proficient in Microsoft Word and Excel.
- Knowledge of Microsoft Project is beneficial
- Knowledge of Newstar is beneficial

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