



Construction Superintendent

COMPANY OVERVIEW:

Olsen Anderson Construction (OAC) is an in house general contractor for a PNW real estate developer and home builder specializing in thoughtful sustainable single-family, townhome, and multi-family communities.

POSITION SUMMARY:

Provide active field construction oversight of multiple concurrent new single-family and townhome projects, including assistance with plan preparation, budgeting, scheduling, permitting, bidding, contractor and supplier selection, construction management, warranty, and closeout processes.

POSITION RESPONSIBILITIES:

The **Superintendent** job responsibilities shall include, but not be limited to, the following:

- Contribute to Olsen Anderson's development team in the design and planning of projects ensuring quality, timely, and cost-effective construction.
- Coordinate utility provider disconnects, temporary and permanent utility services.
- Participate in obtaining various permits required to construct the project.
- Participate in constructability review and value engineering.
- Contribute to bid documentation preparation, distribution and subcontractor, vendor, and supplier selection.
- Prepare preliminary and detailed construction schedules and frequently update to track construction progress.
- Develop and maintain job record-keeping for progress reporting, materials, and equipment deliveries.
- Develop and maintain a record of required permit inspections and special inspections.
- Ensure trade partners are committed to and follow safe building practices.
- Develop and record quality control implementation, including setting standards, inspection schedules, record keeping, final acceptance reporting.
- Assure all aspects of projects maintain a high level of quality through completion.
- Support sales and marketing efforts.
- Resolve defects that arise during the warranty period.

SPECIFIC POSITION DUTIES:

- Provide daily onsite leadership for all onsite construction activities to create a successful project.
- Provide daily guidance, coordination, and record-keeping of all site activities, including daily coordination confirmation calls and emails to suppliers, vendors, trade contractors, special inspectors, bank inspectors, AHJ inspectors, architects, surveyors, geotechnical, civil and structural engineers, utility providers, and others.
- Study to fully understand contract drawings, shop drawings, specifications, and quality assurance programs to ensure compliance with design criteria for construction purposes.



- Review foundation plans and create grading plans for most efficient excavation.
- Provide critique and suggestions regarding design details to ensure the constructability of the project.
- Direct and manage temporary labor as directed by supervisor.
- Schedule work activities of individual crews and trade partners to sequence activities effectively.
- Ensure completion of building inspections at the appropriate times.
- Monitor construction activities to comply with applicable municipal ordinances.
- Ensure proper and accurate job layout according to design drawings and specifications.
- Monitor, enforce and maintain job safety for the project by supporting and participating in all safety programs, ensuring all crew use required safety equipment, and continually monitoring the job site to ensure safety requirements for compliance with OAC safety policies.
- Monitor construction activities and recommend or take corrective action to ensure that quality standards are in line with quality assurance programs.
- Manage punch lists and work with the team to correct all punch list-related conditions.
- Ensure proper oversight and documentation for authorized additional work performed by trade partners to prepare for submittal to the appropriate party.
- Complete field records as assigned (i.e., daily reports, weekly job visit reports, safety reports, test results, job schedules, quality assurance reports, etc.)
- Develop and maintain a positive working relationship with the team, company personnel, and trade partners.
- Maintain good relationships with jobsite neighbors through professional communication and well-planned, thoughtful construction logistics and sequencing.
- Professionally represent OAC at all times.

EXPERIENCE AND ABILITIES:

The following summarizes a few candidate's characteristics for success:

- Thorough knowledge of residential construction techniques in single-family and townhomes.
- Experienced in communication with trade contractors, vendors, suppliers, all levels of government contacts, franchise utility suppliers, and neighboring property owners.
- Proficient in Microsoft Excel, Word, Project, Bluebeam, and Smartsheet.
- Experienced and thorough knowledge of all aspects of residential construction including site utilities, foundations, structure, envelope details, finish details, various mechanical systems, fire control systems, fire and security alarm systems, wet and dry utility design standards and applications, as well as turnover procedures and warranty needs.
- Thorough knowledge of trade contractor scopes and abilities.
- Thorough knowledge of job planning, scheduling, and coordination from beginning to end.
- Possess a strong network of local trade contractors, suppliers, vendors with proven abilities, a positive attitude, and a working relationship built on trust.
- Possess strong problem-solving abilities.
- Possess a strong ability to identify and solve potential problems early to ensure successful completion of the project.



- Strong team player, possess a positive attitude for success.

POSITION AND HOURS:

- This is a non-exempt, full-time position, working primarily outdoors on job sites throughout Seattle.

COMPENSATION AND BENEFITS:

- Competitive base salary
- Personal and project-based bonuses
- Company 401(k) plan
- Health/dental/vision insurance
- Gas and phone allowance
- Leadership development

NEXT STEPS:

Let's get to know each other! We want to connect with candidates that are excited about being a part of the work we are doing at Olsen Anderson. Check out our website to learn more about Olsen Anderson.

To help us get to know you better, please submit a copy of your resume and a cover letter to careers@olsenanderson.com. In your cover letter, tell us why you would like to work with Olsen Anderson. **Submissions without a cover letter will not be considered.** We look forward to hearing from you!

At Olsen Anderson, diversity, equity, and inclusion are integral to achieving our mission. We are committed to building and sustaining a diverse team of individuals that is representative of the communities we serve. Our values provide the foundation for an inclusive and equitable work environment where cultural diversity and individual identities are celebrated and valued.