

Site Superintendent

MurphyMcKenna Construction is seeking highly qualified candidates for a Site Superintendent to join our team. We are looking for an individual with superb leadership, communication skills and the ability to manage all aspects of field operations. A Superintendent is a company representative at the highest level and is expected to coordinate and follow-through on any given project.

Focusing on high-end residential custom homes throughout the Bay Area and Sonoma County, MurphyMcKenna is regionally recognized for their commitment, dedication, and execution to the highest level of craftsmanship.

Essential Job Functions:

- The Site Superintendent is responsible for providing on-site coordination for all phases of residential construction projects and activities, including ground-up new construction and renovations
- Consistent communication and relationship management with subcontractors, clients, architects, designers, construction managers, and various personnel is of absolute importance
- Superintendent shall be responsible for and promote jobsite safety and quality control while ensuring all jobsite personnel adhere to all company safety policies.
 - Lead tailgate meetings for MMC employees weekly.
 - Collect and retain weekly safety meeting reports from subcontractors
- Generate and close RFI's, manage material submittals, as well as schedule and manage all site inspections.
 - Constant communication to Principals, Project Manager, and all project team members
 - Basecamp for general Information
 - Smartsheet for scheduling and task tracking
 - Email for weekly reporting and documentation
 - Email follow up on all phone calls
 - Detailed daily logs in Procore
 - Clear descriptions of any issues, especially as they relate to schedule and budget
 - Daily reporting to Project Manager regarding on-site activities
 - Forward looking subcontractor scheduling (minimum of 2 week look-ahead)
 - Weekly tracking and reporting on contract project schedule to internal team members
 - Anticipating upcoming phases of construction activity and scheduling labor and subcontractors accordingly
 - Displays initiative without requiring direction
 - Be the driving force behind the project

- Pinpoint and identify discrepancies in construction progress and communicate them accordingly to the project team for expeditious resolution.

Required Skills:

- Ideal applicant will have an extensive knowledge of all phases of construction and exceptional oral & written communication skills. ***Overcommunication with project team is impossible***
- Excellent interpersonal skills are a must, including the ability to manage diverse personalities and function under stress as a team player.
- Bachelor's degree in Construction Management preferred - minimum of 5 years residential construction experience.
- Strong computer skills with emphasis on Procore, Basecamp, Microsoft Project, and Microsoft Office (Excel, Word, Outlook).
- Ability to read plans quickly as well as work efficiently with tools (hand & power) as needed to expedite project requirements.
 - Ability to answer field questions based on current project documentation
- Have strong time management skills with the ability to prioritize and organize multiple work assignments.
- Must have valid California Driver's license with clean DMV record and be able to pass background check.