



XEC, Inc.  
11200 W 79<sup>th</sup> Street  
Lenexa, KS 66214  
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## **SUPERINTENDENT POSITION**

XEC, Inc. is a national provider of Construction Manager at Risk, Construction Manager Agency, Design Build and General Contracting services. We are currently seeking experienced Superintendents for our growing project backlog with our client base. The continued satisfaction of our clients is a top priority. Excellent client and subcontractor/supplier relationship skills are a must.

### **JOB DESCRIPTION**

Our Superintendents provide on-site supervision and coordination for all phases of the project, including coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed and work is proceeding on schedule and within budget. This position will work closely with estimating and project management in a teaming environment to deliver projects as promised. The superintendent is also responsible for scheduling, inspections, quality control and job site safety.

### **PRIMARY RESPONSIBILITIES**

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties.
- Communicate with project team regarding ASI's, RFI's, and Material Submittals.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily log (written) of activities on the jobsite.
- Preside over weekly subcontractor meetings designed to coordinate the work.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.
- Manages and oversees company staff, subcontractors, suppliers and programs such as Safety.
- Responsible for identifying and recruiting top talent.
- Leads, supports and promotes a culture of diversity and inclusion.
- Understands policy of non-discrimination and ensures positive, proactive implementation throughout the organization.

### **EDUCATION AND EXPERIENCE**

Minimum 5 years of experience in a commercial construction setting as a superintendent. A Bachelor's degree in Construction Management is a plus. Proficiency in reading and understanding plans, specifications, drawings and project schedules is required. Ideal candidate will also have intermediate knowledge of project management and scheduling software. OSHA-10, OSHA-30 and First-Aid/CPR certifications are preferred. OSHA-10 is required within 30 days of employment. Valid driver's license is required.

### **COMPENSATION**

XEC, Inc. offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays and SEP-IRA Plan with company match.

**PLEASE SUBMIT RESUME TO [INFO@XECCINC.COM](mailto:INFO@XECCINC.COM)**