



## Site Superintendent

Jeff King & Company is an award-winning general building contractor based in San Francisco. We combine painstaking craftsmanship, aesthetic understanding and sustainable building practices to create healthy, efficient and beautiful homes for discerning clients. We have a strong backlog of work and are seeking a **Site Superintendent** to run residential remodeling construction projects. We strive to create a streamlined and supportive team environment so you feel set for success and can focus on what you love most: building.

### About You:

You ensure your projects exceed quality expectations because you don't accept anything less. You are a master of communication and planning, setting the path forward and finding solutions to problems before they arise. You enjoy your leadership role and know how to motivate your team in a respectful manner to get great work done.

### About the Job:

The Site Superintendent is the lynchpin of a successful project, managing the daily on-site work, monitoring staff and subcontractors' performance and working closely with the Project Manager to ensure that QC standards, including financial and scheduling goals, are met. Our ideal candidate takes pride in his/her work, is an accomplished builder and a dedicated problem solver. This is a full-time, salaried position.

### Responsibilities (including, but not limited to):

- Review & learn all project construction documents. Accurately prepare takeoffs and layouts, as required.
- Prepare and maintain a course of construction production schedule and effectively communicate this to staff & subcontractors. Schedule all inspections, as required.
- Provide solutions and options to production and design teams, as required. Attend all job meetings with team.
- Effectively liaison with outside interested parties (e.g., neighbors, HOAs, etc.).
- Perform administrative duties relevant to each project (e.g., daily logs, RFIs, submittals, etc.) and manage all relevant project information, including documenting "as-built" & "unforeseen" conditions.
- Communicate and implement company policies and procedures, including IIPP/Safety directives. Be familiar with OSHA requirements, maintain jobsite cleanliness and conduct tailgate safety meetings.

### Position Requirements:

- The ideal candidate will have a **minimum of 10 years progressive experience** (5 years in a supervisory role) in high-end **residential** remodeling construction.
- Excellent & demonstrable communication skills (verbal & written); fluent in English, ability to speak Spanish a plus.
- Self-starter and self-directed, but also a team player/builder. Strong interpersonal skills, with emphasis on tact, discretion and confidentiality.
- Knowledge of relevant building trades and current building codes/permit requirements.
- Computer proficiency: Excel, Project or Fastrack, Word, email; familiarity with web-based Project Management applications (e.g., Procore) a plus.
- Ability to manage high-pressure situations, prioritize competing issues and manage concurrent deadlines



JEFF KING & COMPANY  
FINE HOME CONSTRUCTION

**We Offer:**

- Competitive salary
- Health and dental insurance benefits
- Paid time off
- Holiday pay
- 401K plan
- Goals-based bonus program
- Flexible spending account
- Tool stipend
- Cell phone allowance
- Education stipend
- Fun & positive work environment

Women, minorities, & veterans are encouraged to apply.

To apply, please send an email to: [careers@jeffkingandco.com](mailto:careers@jeffkingandco.com)