



Multi Family Project Superintendent

Crown Acquisitions, Inc. is seeking a full time Multi Family Project Superintendent to supervise the field construction of a project from start to finish. We are searching for a high energy, positive, team building individual to represent our results oriented company in the field. The Construction Superintendent will be responsible to schedule sub-contractors, and to ensure all activities are progressing as necessary to meet construction schedule and budget. The Position will provide leadership to subcontractor teams on site and ensure that work will be completed on schedule, within the budget and to the quality withheld by the organizations core values.

Responsibilities:

- Serves as the primary onsite point of administrative contact for the Construction Division
- Provide leadership, establish and maintain effective and harmonious working relationships with the subcontractors.
- Manage all aspects of the construction process which includes; RFP's, RFI's, COR's, budget management and scheduling
- Tracks and manages budgets on Microsoft Excel
- Gathers, enters and/or updates data to maintain departmental records and databases
- Develop and maintain positive working relationship with the project managers, architects, engineers, clients and others to ensure overall client satisfaction
- Monitor subcontractor performance; Ensure adherence to terms and conditions of agreements
- Pursue relationships with both general and subcontractors
- Estimate and bidding management
- Collect, review & process contracting invoicing
- Track project costs and budget
- Actively follows-up with subcontractors and direct clients
- Maintain project documentations throughout the duration of the project with proper notes and backups
- Composes and/or edits correspondence, reports, presentations and other documents
- Promote positive project morale and keep project momentum moving forward.
- Have a thorough and complete knowledge and understanding of each subcontract, drawings, specifications and addendums.
- Coordinating and manage the workflow of subcontractors



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- Examine the contract drawings, specifications and addenda for design deficiencies, impractical details and possible code violations, and to bring these to the attention of the Project Manager (PM).
- Assist the PM in the development and refinement of the project schedule.
- Work with the PM to keep the schedules properly updated and to see that the job meets the various required dates/critical paths.
- Responsible for anticipating and overcoming potential barriers associated with project plan.
- Inspect and manage all materials and tradesman so that all facets of the project are constructed in compliance with the project plans & specifications
- Plan and review quality control procedures, safety and security practices, field office location and layout, temporary utilities, staging areas, equipment and manpower.
- Turn in the Daily Report of work completed, including labor and materials employed.
- Understand and negotiate project material costs, equipment costs and rental rates.
- Assist in developing detailed cost estimates, bids, budgets, scopes of work, and schedules
- Professional appearance and demeanor and the highest level of ethics and integrity in all business dealings is a must.
- A valid Driver's License, good driving record and a reliable personal truck that can be used for business purposes is a must
- Must have problem solving skills and the ability to bring an innovative and practical approach to construction projects.
- Must have excellent planning, organizing, multi-tasking skills and a demonstrated ability to follow through on all projects, tasks or assignments.
- Coordinate with Project Manager on submittals, dailies and progress photos
- To see that all required permits or licenses have been obtained and all the required safety notices are posted
- Must Interact with Architects, Engineers, owners and investors in a professional manner.
- Cooperate and direct when necessary, the activities of the inspection agencies.
- Effect remedial actions indicated by the reports of these agencies.
- Submittal of closeout documents
- Track tasks via Franklin Covey process



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Qualifications / Experience:

- Education: High School Diploma or GED required
- Bachelors or Associates degree in Construction Management or related field is desired
- Strongly proficient in Microsoft excel
- Excellent Time Management Skills (Franklin Covey)
- Must possess strong verbal and written communication skills with the ability to interact with all level of associates, vendors, contractors, consultants and clients
- Proficient in the construction process, construction materials and methods.
- Organizational skills and ability to manage multiple projects
- Minimum of 10 years' experience working in the construction field; Multi-Family Podium style construction supervision experience
- 15+ hours of OSHA Training
- Proficient knowledge of Microsoft Office Products, Scheduling, and Outlook.
- Must be proactive, solve problems, anticipate needs of the business and work independently.
- Detail and deadline oriented.
- Must have demonstrated analytical skills, problem solving abilities, and be effective at building collaborative relationships
- Proven ability to multi task.
- High integrity. High energy, ambitious and hard working
- Professional appearance, phone skills and demeanor
- Physical Requirements: Ability to maneuver around jobsites
- Qualified applicant will need to pass comprehensive background check



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About Us:

Crown Acquisitions, Inc.® is an Orange County, Calif.-based real estate Development and Investment Company focused on creating value from overlooked and undervalued commercial and multifamily properties throughout Southern California and Arizona.

For more than 20 years, Crown Acquisitions, Inc., and its principals have been engaged in transactions ranging in size from \$1 million to \$350 million, encompassing investments from 10-unit apartment complexes to class-A high-rise office buildings.

Crown Acquisitions, Inc., has demonstrated its ability to identify, implement and realize financial results through rehabilitation, revitalization and repositioning. We acquire neglected properties in established locations and, through capital improvements and hands-on management, reposition to increase value.

The foundation of our business strength is recognizing opportunity where others see risk; visualizing the possibilities amidst disrepair and obsolescence; and building value from others' neglect.

Submit all Resumes to Employment@crownacq.com