

# Construction Superintendent

## Job Summary

To provide on-site coordination for all phases of commercial construction projects, including coordinating subcontractors, materials and equipment, and ensuring that specifications are being strictly followed, work is proceeding on schedule and within budget. This position will be required to oversee scheduling, inspections, quality control and job site safety.

## Essential Functions / Major Responsibilities of Superintendent:

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- **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 of activities on the jobsite.
- Perform Superintendent duties at multiple job sites, simultaneously.
- Ensure subcontractor has corrected all deficiencies identified by project team.
- Walk all units on project daily to monitor activities and assist in future planning.
- Preside over weekly subcontractor meetings designed to coordinate the work.
- Issue notices of non-compliance to subcontractors in regards to quality of work or scheduling.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.

## Education and Experience

The ideal candidate will have excellent leadership qualities that allow **him/her to take ownership of a project from beginning to end.** Bachelor's or Associate degree in Construction Management, or related field, or a minimum of 5 – 8 years of progressive responsibility and experience managing mid- to large-sized commercial construction projects; or the equivalent of education and experience to meet the essential functions of the position.

Use of construction software such as Procore, electronic payroll and mobile technologies are required in this position. Must have the ability to read and interpret documents such as construction plans, safety rules, operating and maintaining instructions and procedure manuals.

## Knowledge, Skills, Abilities, and other Characteristics

- Build partnerships and work collaboratively with others to meet shared objectives, establish credibility and influence others.
- Effectively communicate; generate professional written material and deliver valuable verbal presentations.
- Strong planning and organizational skills, including a keen attention to detail and the ability to juggle multiple tasks, work under pressure and meet deadlines.
- Strong customer focus and the ability to work with internal and external stakeholders.
- Competent to work independently, take initiative, set priorities and see projects through to completion.
- Demonstrate interpersonal and presentation skills for frequent contact with clients and co-workers.
- Highly developed problem solving, analytical, and decision making skills.
- Mature leader who maintains a professional appearance and demeanor.
- Demonstrates a positive attitude, integrity and social/cultural awareness and sensitivity.

This position offers competitive wages and the following benefits:

- Medical Insurance
- Life Insurance
- Health Savings Account
- Flex Spending Account for dependent care
- 401(k)
- Profit Sharing
- Paid Time Off
- Paid Holidays
- Bonus Potential