



construction managers

general contractors

design builders

Superintendent

PRIMARY FUNCTION: The Construction Superintendent coordinates all site construction activities and supervises all construction personnel to successfully complete the project on schedule and within budget. Ensures all work is performed with quality workmanship that conforms to contract documents (including plans and specifications). Supervises all trade and field work ensuring compliance with all contract requirements and construction safety practices.

TYPICAL DUTIES/RESPONSIBILITIES: Superintendent typical responsibilities and duties include, but are not limited to the following:

- Work closely with Project Manager to ensure project is on-time, on-budget and performed in a safe manner
- Supervise and coordinate all construction activities
- Work closely with company Safety Director to lead all project safety meetings and training
- Ability to read and understand blueprints, specifications, and contract requirements.
- Maintains construction schedule: identifies and solves problems.
- Maintains positive relationships with customers, contractors, suppliers and other employees.
- Continually monitors site safety protocol, and rectifies job site hazards immediately.
- Maintains an organized and clean job site.
- Assigns and monitors members of project team to various tasks throughout all phases of project.
- Established and maintains an effective and professional onsite working relationship with Owner, Architects, Consulting Engineers and other parties related to the project.
- Executes additional duties and responsibilities as assigned and/or required to complete the project.

QUALIFICATIONS AND REQUIREMENTS:

- Minimum of 5 years of experience as a Project Superintendent. Experience as a superintendent with commercial general contractor building projects \$1M- \$5M + is preferred
- Utilizes strong organizational skills.
- Ability to schedule, monitor and forecast resources for optimum efficiency
- In-depth knowledge of the construction industry and company operations, specifically construction specifications, building materials, methods and procedures
- Proven ability to provide explanations, progress reports, concepts and processes verbally and in writing.
- Ability to manage many facets of the construction projects and assume responsibility
- Computer literate with working knowledge of Microsoft Office software, including Excel, Word, and Outlook and internal operational systems. Ability to learn new software.

WORKING CONDITIONS:

- The position will work at a jobsite trailer at an active jobsite
- Travel may be required with possible extended amounts of time away from home office
- Must be able to walk, stand, lift, climb, pull and navigate through a warehouse, construction site, and work in an office environment
- Must be able to work around and near welding, cutting, grinding, heavy equipment, cranes, heat, dirt, dust, heights, vibrations, and confined spaces and heights.