

SUPERINTENDENT

The Construction Superintendent will be responsible for the overall leadership and coordination of assigned project sites, to include the timely and profitable completion in a professional manner. The Superintendent will have the responsibility to ensure that management is accurately and fully informed of project status through weekly labor reports, project schedule parameters, and quality measurements.

Responsibilities:

- Review and be familiar with purchases/material orders and subcontractors after they are prepared by project manager or estimating.
- Work with the municipalities in determining the special conditions and requirements of the project, such as permits and other special items.
- With assistance from the project manager assigned, establish a construction schedule. Develop and maintain the Project Master Schedule, assuring that adequate information is available from the subcontractors and suppliers.
- For all assigned projects, become familiar with the list of material suppliers and subcontractors to be used in the project. Be aware of suppliers, and subcontractors in order to assist the Project Manager with recent and pertinent data, in order to buy out the project at the best price.
- Develop thorough scopes of work, including critical delivery dates for subcontracts and purchase orders, prior to contract signing.
- Keep Project Manager informed of changing dates, or requirements in the field relative to procurement dates.
- Review material schedule and procurement status at weekly job progress meeting. Assist Project Manager in expanding by using the procurement schedule.
- Work with owners, architects, and subcontractors on problems dealing with the project. Refer any problems outside of your realm of responsibility or any problems which require additional staff support to the Project Manager.
- Review and approve all subcontractor invoices and vendor invoices prior to Project Manager approval as required.
- Require subcontractor to fix incorrect work and recommend to Project Manager that we not pay for subsequent work unless corrected (all payment holds must be approved by Chief Operating Officer).
- Co-chair the preconstruction conference with the project manager to familiarize the subcontractors with project schedules, construction methods, company procedures and policies, and quality standards.
- Prepare with Project Manager Master schedule for projects and update as required.
- Coordinate with the project manager and the V.P. and Senior Project Manager equipment needs of the project. Prepare a schedule of equipment needs for each job assigned and arrange for assigned equipment to be delivered to the job as required.
- Schedule and attend all project progress meetings as required.
- Coordinates with the V.P. and Senior Project Manager to ensure projects are properly manned to meet schedules and budgets.
- Assist Project Manager to approve and resolve all back charges and change orders to the project.
- At the close of the job, co-review project with Project Manager and owner, and receive letter of recommendation.

Qualifications/Skill Set:

- Bachelor's Degree in construction, architecture, or engineering related major.
- Knowledge of the construction industry practices, procedures, and market trends.
- Well-organized, detailed-oriented, able to plan, prioritize, and manage multiple tasks.
- Able to work under pressure and maintain professionalism when faced with aggressive deadlines.
- Excellent oral and written communication skills, and resource management skills.
- Ability to interact, develop, and maintain a positive professional relationship with all team members.
- A learning leader's mindset; welcomes training and coaching; and assumes responsibility for their own work.