

# **SUPERINTENDENT**

The **historical Obama Presidential Center** designed by architects Todd Williams and Billie Tsien, is located in Jackson Park. The center will consist of a museum, forum, public library, plaza, an imaginative new playground for children to explore, and scenic paths for early morning jogs or afternoon strolls.

The **Superintendent** is responsible for the overall leadership and coordination of assigned project sites including the timely and profitable completion in a professional manner. Ensures 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 subcontracts 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, establish a construction schedule (network logic of use in Project Schedule)
- Develop and maintain the Project Master Schedule, assuring adequate information is available from the subcontractors and suppliers.
- Assist Project Manager in developing thorough scopes of work including critical delivery paths
- 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 resolving procurement issues.
- Work with owners, architects, and subcontractors on problems dealing with the project. Refer any items outside of your realm of responsibility or any problems which require additional staff support to the Project Manager.
- Coordinate all site activities in order to complete on time, within budget, and meet high quality expectations.
- Require subcontractor to fix incorrect work and recommend to Project Manager appropriate action to be taken

## **Qualifications:**

- Bachelor's Degree in construction, architecture, or engineering related major
- Knowledge of the construction industry practices, procedures, and market trends
- Well-organized, able to plan, prioritize, and manage multiple tasks
- Detail-oriented with the ability to focus on quality, accuracy, and attention to detail
- 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