

**TITLE/POSITION: SUPERINTENDENT**

**REPORTS TO: Project Manager and VP Operations**

**OVERSEES: Jobsite**

Works directly with Project Manager, Marketing Manager, Administrative Assistant

**Qualifications:**

- 5 years field experience in construction supervision.
- Degree, certificate and/or training in Construction Management, Architecture and/ or Civil Engineering a PLUS!

**Skills Required:**

- Must be responsible, dependable and ethical.
- Strong calculation and mathematical skills.
- Able to communicate verbally and through written word accurately and efficiently.
- Knowledge and experience reading and analyzing architectural and civil drawings, specifications and all project/construction documents.
- Extremely well organized and able to manage multiple projects.
- Understanding of construction management procedures/documents including; sub contracts, change order process, budgeting, purchasing, and forecasting.
- Ability to generate a construction master schedule, track project productivity, and accurately document project progress.
- Must be able to create, distribute, and implement a 3 week detailed schedule to identify critical milestones and avoid potential pitfalls.
- Must be proficient in Microsoft Office products, .pdf editing and web based project management software.

**DUTIES and RESPONSIBILITIES include but are not limited to:**

- Manage day-to-day operations on the construction site including, "first in - last out" commitment, delegation of task responsibility to contractors and laborers,
- Inspection scheduling and documentations, material and equipment tracking and accurate daily log and construction tracking document completions.
- Ensure on-site quality control
- Maintain safe, secure and healthy work environment. Follow and enforce company and OSHA safety procedures, protocols and requirements. Conduct daily/ weekly safety huddles/ tool box talks.
- Coordinate subcontractors and vendors.
- Communicate, Communicate, Communicate with Project Managers, subcontractors, vendors, and clients because we are all in this together.
- Check material deliveries for accuracy.
- Maintain accurate site drawings and record field changes.
- Review drawings for accuracy.
- Prepare field RFI's.

- Submit accurate and timely job cost expenses and hourly time sheets bi-weekly.
- Must possess the physical, mental, and experiential ability to self-perform construction tasks when necessary.
- Report to Project manager if having trouble with subcontractor performance.
- Report to Project manager drawing deficiencies.
- Check field layout to plans.

## **Values Required:**

### **Ability to Collaborate**

- Willingness and desire to work and communicate as a team.
- Desire to work and build a team including – Employees, customers and subcontractors.

### **Results and Goal oriented**

- Desire to construct quality buildings that last.
- Desire to complete projects on time and on budget.
- Desire to get it right the first time.

### **Possess Integrity**

- Treating everyone equally and with respect
- Desire to be held accountable for results
- Honest/Trustworthy
- Desire to put the customer's needs first

### **Determination/Hardworking**

- Desire to do whatever it takes to achieve desired results
- Willingness and desire to go above and beyond

### **Humbly Confident**

- Projecting strength and competence without ego

### **Be Innovative**

- Desire to develop creative solutions to construction issues.
- Desire ability to Value Engineer a project.