

## SUPERINTENDENT

**Job Summary:** The Construction Superintendent coordinates all site construction activities and supervises all field personnel, subcontractors, inspectors, and consultants as required to successfully complete the project on schedule, within budget, and with the highest degree of customer satisfaction. This includes maintaining the highest quality and rate of production, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities. The Superintendent is involved in the constructability review through the project close out and may be called upon to assist the project management staff with bench marking and evaluating the project, and assisting with conflicts and obstacles that may occur, and assist the team in achieving project completion.

### JOB RESPONSIBILITIES:

- Participate in Preconstruction start up meetings. Supervise all on-site construction, including scheduling subcontractors, resolving day-to-day problems on the job site, and inspecting all work during construction to ensure compliance with plans and specifications. Coordinates all material and equipment required at the jobsite to ensure a continuous flow of activities.
- Manages, report, monitor, and keep field production. Direct the workflow consistent with the project schedule and assign tasks in a proper sequence so that work is completed safely, and efficiently. Coordinate with the Project Manager to set up and monitor the construction schedule. Maintain administrative records to include timesheets, daily construction report and incident reports.
- Establish and maintain good relations with Owners; proactively communicating deadlines, expectations and critical issues with clients and have a clear understanding of the contractual obligations. Obtain client and or architect signature on all interim, final inspections, and supervise final punch list completion certification.
- Read and interpret construction drawings and shall be familiar with building codes and standards.
- Ensure job safety requirements are understood and implemented by all project personnel and trade contractors, working with the safety support personnel as a resource. Continually strives for Zero Injury on all projects.
- Notify and meet with all appropriate jurisdiction authorities prior to start of construction. Obtain and review all subcontractor's insurance certificates and ensure they are working under an approved insurance certificate.
- Review invoices from subcontractors and vendors and recommend approval or modification to Project Manager. Document all field changes and as-built conditions to Project Manager on a weekly basis.

### REQUIREMENTS:

- 3 years' experience as a construction superintendent
- Possess strong initiative and effective organizational skills.
- Ability to establish and maintain rapport and interact with various levels of professionals.
- Ability to work independently, multi-task, and "think on your feet."
- Good communication skills written and spoken.
- Ability to develop and maintain good business relationships with subcontractors and suppliers.
- Attention to detail and prioritize workload.
- High standard of integrity and professionalism.
- Demonstrated experience working with MS Project & Office Suite to include Word, Excel, and Outlook.

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