



Construction Superintendent

Job Description

We are currently looking for an energetic and innovative individual to fill our open **Construction Superintendent** position. The position requires an understanding of various project management skills. This person should be able to oversee the day to day activities of multiple construction projects. We seek a talented individual who can supervise a team safely and confidently, as well as take direction from other team members to ensure that all projects are completed on schedule and under budget.

Job Responsibilities

- Plan and direct construction activities of the Subcontractors, Labors, and other staff as assigned
- Studies specifications and contract to plan procedures for construction, ensuring start and finish times, safety, quality, and staffing/subcontractor requirements for each phase of construction job are met
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays
- Enforces the organizations Safety policies in accordance the SOP, observing OSHA and any state-level agencies' regulations, and also by establishing a climate that emphasizes safety on the job
- Exhibits sound and accurate judgment
- Inspects work in progress to ensure that workmanship and materials conform to specifications and the adherence to construction schedules
- Review Cost Reports and complete Back Charges in accordance with SOP
- Prepares or reviews reports on progress, materials used and costs, daily punch lists, pictures and adjusts work schedules as indicated by reports
- Maintains daily paperwork
- Responsible for construction and presentation of the project in a timely manner
- Scheduling of all subcontractors
- Approves work being performed by subcontractors prior to authorized for payment
- Monitor project to ensure it is built per plans and specifications
- Prepare punch-list audit for each project and ensure that all punch list items have been completed prior to customer orientations/occupancy
- Manage project close-out and final documentation
- Coordinate, plan and supervise project field activities with foremen, assistant superintendents, contractors and/or craft activities
- Mentor and manage team members, time management, and developing client relationships
- Foster strong teamwork orientation and be a resource for valuing and promoting diversity
- Provide proactive and intentional leadership in developing the safety culture on the project site
- Maintain liaison with other functions to ensure all required materials, equipment, and inspections support the project schedule
- Coordinate plans and specifications with design engineers, clarifying discrepancies
- Partner with project manager during the construction phase to budget, manage, and forecast the following: craft labor, equipment, materials, small tools, consumables, & general conditions
- Review project schedule and 3-week look ahead
- Implement and understand project administration requirements in conjunction with the Project Manager
- Analyze and resolve work problems, ability to determine work method alternative
- Maintain relationships with customers, architects, union representatives, subcontractors, etc.
- Portray a positive attitude and demonstrate professional customer service skills



Basic Qualifications

- Ability to work effectively with a variety of internal and external constituencies
- Record of including diverse team members when assigning challenging and high profile assignments
- Demonstrate emotional intelligence; being aware of the emotions of self and others
- Strong leadership, communication, problem solving, initiative, and teamwork skills
- Computer skills in Microsoft Office
- Able to handle exposure to dirt, heat, water, noise, dust, vibration, and office environment
- Strong teamwork orientation
- Positive attitude and professional customer service skills
- Detail oriented

Education/Experience Qualifications

- Four year college degree in one of the following: Construction Engineering, Civil Engineering, Construction Management, Architectural Engineering, or equivalent preferred or equal experience:
 - Four years supervision experience and 8 years construction experience
- Driver's license required

Amount of Travel

Up to 20%

Please include the following information when applying for this position:

- Cover letter
- Resume
- Desired Salary