

## Project Superintendent

The Project Superintendent is a supervisory position and reports to the COO. The Project Superintendent is a field leader of projects and provides on-site field administration and technical management for all construction operations. This includes direct supervision of assistants, foremen, subcontractors, and other construction related personnel, directing them in planning, coordination and execution of work on time, within budget, maintaining a safe work place, promoting and enhancing client relationships.

### **Duties**

- Reads and understands plans, specs and bid packages.
- Reviews submittals, oversees quality control and warranty items.
- Coordinates with HR and Project Manager to address job safety.
- Field leader who professionally interacts with the Owner, Architect and Engineers.
- Maintains quality by performing subcontract reviews, identifying and solving problems.
- Enables timely project completion through scheduling, delivery expedition and document management.
- Submit daily logs electronically of who is on jobsite and timecards.

### **Skills, Knowledge, Qualifications and Experience:**

- Preferred four (4) year degree in a construction-related curriculum or equivalent experience in field-related duties, including any accredited apprentice programs.
- Five (5) years, +/-, prior experience as a Project Superintendent, Field Engineer or Assistant Superintendent.
- Demonstrated leadership ability of project teams with successful outcomes.
- Proficient in basic use and functions of a personal computer.
- Knowledge of applicable OSHA requirements and the management of an OSHA site visit and maintain current OSHA 30-hour certification
- Must be competent in Microsoft Office suite of software (Word & Excel).

### **Environmental/Working Conditions:**

- 99% field office and site environment.
- 1% office environment.
- Must be able to work in a variety of weather conditions which include, but are not limited to; extreme heat, humidity, rainfall, complement of all seasons, combined with varying starting and stopping times.
- Work will involve exposure to varying noise and dust levels.
- Must be capable of working in a variety of physical positions which include, but are not limited to, sitting, standing, kneeling, squatting, walking and driving.
- Must frequently lift and/or move up to 10 pounds and occasionally lift/move up to 25 pounds.
- Must be able to travel about all areas of project which may be on uneven ground and inclines and may require climbing stairs and ladders.