



Superintendent

Summary Position Description:

A Superintendent manages the day-to-day operations of a project site; plans, directs and coordinates - through subordinate supervisory personnel - activities concerned with the construction; participates in the conceptual development of a construction project; and oversees the project's organization, scheduling, budgeting and implementation.

Essential Job Functions/Core Duties:

Function/Duty Description

- Conferring with supervisory personnel, owners, contractors and design professionals to discuss and resolve matters, such as work procedures, complaints or construction issues.
- Planning, scheduling and coordinating daily construction project activities to determine appropriate construction methods and the cost-effectiveness of such plans and methods, and to meet progress deadlines.
- Overseeing craft work, such as painting or plumbing.
- Interpreting and explaining plans and contract terms to representatives of the property owner or developer, including administrative staff, workers or clients. Generate RFIs and send to Project Manager.
- Inspecting projects to monitor compliance with environmental regulations, safety regulations, building codes and other safety-related regulations. Documenting all activities and communication daily. Investigating any damage, accidents or delays at construction sites to ensure that proper construction policies and procedures are being followed.
- Applying for and obtaining all necessary permits or licenses for a project. Developing and implementing quality control programs. Implementing plans in response to delays, bad weather, or construction site emergencies.

Non-Essential Functions/Duties:

Function/Duty Description

- Motivating, leading and boosting morale of the teams.
- Clean or prepare construction sites to eliminate possible hazards.
- Control traffic passing near, in or around work areas.
- Additional duties to meet the demands of the Company.

Qualifications:

- High School Diploma or GED.
- 5 years of related experience or equivalent combination of education and experience.
- Must maintain valid driver's license and good driving record.