

JOB DESCRIPTION

Job Title: Project Superintendent

FLSA Status: Exempt

Hours: Full Time

Reports to: Senior Construction Superintendent

Summary: The Project Superintendent is responsible for all field operations on the medium to large construction project(s) assigned in order to achieve timely and profitable completion of each project. The Site Superintendent directly supervises field labor force, including laborers/carpenters. This position must demonstrate strong leadership, organizational and time management skills, as well as have strong communication and client service skills.

Responsibilities and Duties:

- Maintain effective and harmonious working relationships with subcontractors and on-site employees to promote positive project morale.
- Manage, coordinate, and supervise subcontractors progress/quality of work and field employees on all projects assigned.
- Prior to a subcontractor beginning work on the site, verify that the subcontractor has completed his contractual requirements. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and a Safety Program.
- Promote safe workplace practices and maintain the job site in accordance with the Company's safety policies and procedures.
- Prepare daily reports regarding the progress of the project and run weekly progress meetings with subcontractors.
- Ensure that the proper personal protection equipment is available to all employees of the company on site.
- Ensure that the job trailer is supplied with proper paperwork and incidentals.
- Maintain a clean and organized site.
- Maintain schedule for the overall construction project. Work with Project Manager regarding any revisions to the schedule.
- Ensure that all permits have been obtained.
- Cooperate, facilitate, and assist, if necessary, the activities of any inspection agency.
- Work with subcontractors to address any questions or concerns relating to the scope of work, including the ability to identify and offer solutions to problems. Communicate RFIs to Project Manager to ensure open communication between the field, project manager, and architect.
- Maintain and promote positive relationships between the project owner, subcontractors, suppliers, and employees.

Required Qualifications:

- At least 5 years of experience in construction, including experience in supervision of subcontractors.
- A demonstrated understanding of construction means and methods associated with the renovation and construction of commercial buildings.
- Must be OSHA certified and demonstrate a working knowledge of OSHA and MIOSHA rules, regulations and guidelines.
- Proficiency with spreadsheets and construction management software (i.e. Procore, etc.)
- Strong analytical skills.
- Excellent organizational skills.
- Ability to work independently and as a team.

Salary

- Based upon experience.

Work Environment

- Combination of Field and Office



CONSTRUCTION