

Construction Superintendent

Job Description

JOB BRIEF

To provide on-site coordination for all phases of construction projects, including coordinating subcontractors, materials, and equipment; ensuring that specifications are being strictly followed; and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling; inspections; quality control; job site safety; and maintaining a clean, orderly, and secure job site.

RESPONSIBILITIES

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- Review and communicate with project team regarding ASIs, RFIs, and Material Submittals.
- Ensure that subcontractors are fully executing and complying with contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily log (Raken) of jobsite activities and submit daily.
- Perform Superintendent duties at multiple job sites, simultaneously.
- Ensure subcontractors have corrected all deficiencies identified by project team.
- Walk projects daily to monitor activities and assist in planning efforts.
- Preside and document weekly subcontractor meetings designed to coordinate the work.
- Issue notices of non-compliance to subcontractors regarding quality of work or scheduling.
- Ensure job sites are always kept in a clean and organized manner.
- Perform job progress and completion punch-list to assure timely and proper completion of projects.
- Maintain and regularly submit credit card receipts and other vendor invoices to office manager on a weekly basis.
- Oversee and manage foreman / laborers on jobsite.
- Keep project manager regularly informed of job progress and status.
- Immediately report to management any job-related injuries or safety violations.
- Take weekly job site photos and assist PM with preparation of weekly progress report.

OTHER RESPONSIBILITIES

- Identify areas of work that are outside of subcontracted work.
- Opening the jobsite at the beginning of the day and securing it at the end of the day.

QUALIFICATIONS

- Portray a positive, “will do whatever it takes” attitude.
- Energetic, self-motivated, strong organizational skills, proactive planner, with strong work ethic
- Poised/confident individual with an ability to respond effectively under pressure while being dedicated/committed to meeting deadlines and achieving results.
- Demonstrate initiative with an ability to effectively work within a team environment.

- Excellent written and verbal communication skills.
- Communicate effectively with staff, clients, subcontractors, and visitors.
- Punctual, reliable, and intelligent individual with the ability to take direction from multiple people.
- Effective multi-tasker who is timely in completing tasks with accuracy.
- Must be able to travel to jobsites as assigned.
- Quality experience as a lead Project Superintendent for commercial construction projects.