



Project Superintendent

Primary Purpose

The Project Superintendent shall provide day-to-day oversight and planning for site project activities. Project Superintendent shall have site interaction with Project Manager, general contractor, suppliers, and other trades. Project Superintendent shall ensure that all field personnel perform quality work as efficiently as possible.

Reports To: Project Manager

Supervises: Field staff for all assigned projects

Responsibilities

- Daily oversight of safety policy and programs
- Supervise and coordinate ALL jobsite activities, including but not exclusive to;
 - Daily oversight of all time reporting (time worked versus time paid)
 - Building the Project
 - Complete responsibility as first point of contact to GC's representatives, intra-trade coordination, for all site communications;
 - Initiate, manage, and follow up RFI's, Two Week Look Ahead's, Field Memo's, Safety Incident Reports, Daily Log, Plan Of the Day, Field Purchase Orders, Packing Slips and similar documentation.
 - Site management of materials and equipment deliveries
 - Resource forecasting for two week backlogs
- Safety Record, zero head, hand, eye, and fall injuries
- Schedule management – Meet/exceed schedule milestones
- Project performance – Out perform labor and material estimate/TBD%
- Participate in job turnover, jobsite, progress, internal review, exit strategy, and closeout meetings
 - Supervise Project close out and warranty period work
 - Assist and participate in job cost at completion studies to improve future estimates
- Schedule Inspections
- Provide technical support
- Participate in recruiting program
- Forecast six weeks resource needs (manpower, materials, equipment)

Qualifications

- Basic computer understanding and operation skills
- Normal work day 7:00am -5:30pm. Available to work before and after normal working hours as needed
- Good problem solving skills



- Excellent communication skills
- Work environment is outside on the jobs to evaluate quality and productivity, as well as inside the office to preplan and communicate with project management team.
- OSHA10 Certification
- OSHA30 Certification
- Understanding of applicable federal, state, local and company regulations.
- Ability to recognize onsite risk factors and take appropriate action with firmness and tact.
- Understand that “Safety is an important element of marketing.”
- Sense of responsibility and ownership for project.
- Excellent customer service skills.
- Clear understanding of Company mission and values.
- Ability to work independently and as part of team.