

## **Superintendent**

The Superintendent is responsible for supervising trades on site and ensuring their compliance with plans, specifications, and safety requirements. The Superintendent's duty is to achieve maximum production in the most efficient manner.

The Superintendent must have excellent communication skills, organizational capabilities, good computer skills, and possess the ability to lead / manage the day-to-day operations and personnel on a job site. The Superintendent must maintain a strong line of communication with the Project Manager to ensure a proper flow of information.

This position reports directly to the Project Manager and is a full time exempt position.

### Responsibilities:

- Opening the jobsite at beginning of the day and securing the jobsite at the end of the day.
- Ensuring access for all trades and vendors is maintained.
- Maintain all project permitting & control requirements both site work & building as set forth by the city & state for compliance.
- Responsible for day-to-day contact and scheduling of subcontractors, consultants, and vendors in critical path in support of the project schedule and commitments made in progress and weekly look ahead meetings.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work.
- Coordinate all required inspections with local jurisdictions and testing agencies.
- Identify & address 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 of activities on the jobsite and email upon completion to responsible p.m.
- Ensure subcontractor/ vendors have corrected all deficiencies identified by project team.
- Walk all areas of project daily to monitor activities, quality, address issues, and assist in future planning. Photograph frequently and attach to daily reports and issues accordingly.
- Participate in Progress and owner meetings.
- Issue notices of noncompliance to subcontractors for lack in quality of work or performance.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.
- Assist in vetting and making contact with local subcontractors and vendors as needed.
- Assist in obtaining permits or approval of revisions.
- Gather project material submittals and maintain records of approvals at the job site.
- Coordinate specification and plans with construction team.
- Provide technical support to all management processes and maintain and update all logs.
- Document all extra work orders for subcontractors and vendors.
- Manage and order all materials not released by project management in compliance with required quality for all projects.
- Address items of conflict and resolve / dissolve accordingly.
- Maintain all construction as built documents and assist in owner training at close of project.



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- Coordinate and maintain all turnover items such as manuals delivered with equipment, accessories, and keys.
- The superintendent is the first point of contact for our owners, subcontractors, and vendors. It is imperative that our front men dress in a professional manner which is suitable to the project, communicate early, treat all individuals fairly, and convey a positive can-do attitude to ensure that the project is successful.

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to see details at close range (within a few feet of the observer), keep hands and arms steady while moving his/her arm or while holding his/her arm and hand in one position; grasp, manipulate, or assemble objects; bend, stretch, twist or reach with the body, arms, and/or legs; and coordinate two or more limbs while sitting, standing, or lying down.

The Carpenters Helper must be able to perform physical activities such as climbing, lifting up to 50 pounds, balancing, walking, stooping, and handling of materials; use hands and arms in handling, installing, positioning, and moving materials, and manipulating things; inspect equipment, structures, or materials to identify the cause of errors or other problems or defects; observe, receive, and otherwise obtain information from relevant sources; and analyze information and evaluate results to choose the best solution and solve problems.

#### Work Environment:

This employee's work is performed indoors. Adherence to all health and safety requirements within the office is imperative.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.



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