

Job Description – Project Superintendent

Reports To: General Superintendent
FLSA Status: Exempt

Job Summary:

The Project Superintendent (PS) assumes accountability for project site coordination, subcontractor and supplier scheduling, site safety, quality and productivity while maintaining and nurturing relationships with the entire project building team.

Job Scope and Essential Functions:

Responsibilities:

- Understand general conditions budget; ensure financial success of the project by maintaining and/or reducing costs
- Ensures conformance with all safety requirements including conducting inspections and orientations, identifying and resolving hazards and communicating safety plans
- Exhibits personal behavior that demonstrates commitment to safety
- Drives execution of work on-site while ensuring quality standards and contract documents are followed, maintains project schedule
- Works collaboratively with all building partners including owner, architect, engineers, subcontractors and suppliers
- Completes all daily, weekly and monthly diaries and reports
- Attend owner meetings
- Obtain all necessary governmental agency and utility company's approvals, permits and inspections
- Prepare, manage and complete punchlist and closeout documents

Role Competency:

- Flexibility: adapts to change and is open to new ideas or solutions, handles pressure and timelines, adjusts plans to meet changing needs
- Manage conflict: listens well, diffuses conflict, finds solutions
- Cost control: plans for and uses resources effectively

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- Results focus: sets goals and achieves results, prioritizes tasks, accepts accountability
- People development: provide coaching and feedback through mentoring role
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve

Qualifications:

- OSHA 30 Hour (or advanced)
- CPR/AED/BBP and First Aid training
- 6+ years field-related duties

Technology Skills:

- IOS
- Microsoft Office Suite
- Microsoft Project
- Procore
- Bluebeam
- Video/Web Conferencing
- Drone (FAA certification and flight management)
- Revit/Navisworks (recommended)
- AutoCAD (recommended)

Physical Demands: is capable of driving short and long distances to project sites, capable of walking project sites that may include climbing stairs, ladders, scaffolding, suspended staging and varying heights. Must be able to work in varying weather conditions. Occasional relocation may be necessary for out of town work.

Working Conditions: 95% field office and site environment and 5% office environment