

<b>Job title</b>	<i>Superintendent</i>
<b>Reports to</b>	<i>Project Manager</i>

### **Job Purpose**

Project Superintendents maintain day-to-day oversight of construction projects from initial planning to completion. Superintendents provide leadership and help to cultivate strong working relationships between the onsite staff and workers. Superintendents work with the Project Manager to ensure project success. To be successful in this position, you must be proactive with a results-driven attitude.

### **Duties & Responsibilities**

- Provide leadership and maintain effective and harmonious working relationships of the on-site staff to promote a positive project morale
- Oversight of preconstruction management and daily construction activities on assigned project
- Thorough and complete understanding of the General Contract, each Subcontract, the contract drawings, specifications and addenda, and to assist the Project Manager in the development of the on-site procedures
- Schedule and supervise subcontractors
- Communicate and enforce job site rules and safety procedures for all hires
- Inspect and assure quality of all construction work at project site, including employees and subcontractors
- Monitor expenses to verify project is staying on budget
- Maintain records of material and labor costs
- Track inventory of supplies and materials to guard against loss and ensure vital materials are ordered and delivered to meet schedule
- Coordinate activities of a variety of tradespeople, professionals, and laborers

### **Qualifications**

- College or technical education desired
- 5+ years of industry experience
- OSHA certification
- Familiarity with requirements of drawings and specifications and with terms and conditions of contracts, subcontracts and purchase orders
- Experience problem solving independently in a fast pace work environment
- Proven leadership and management skills
- Ability to work with numerous contractors and sub-contractors in an efficient manner
- Proficient in Microsoft Office
- Strong written and verbal communication skills
- Excellent organizational skills

### **Direct Reports**

- Foreman, subcontractors, tradesmen/women