

# Construction Superintendent

## **Job Summary:**

The Construction Superintendent is responsible for the supervision of all field staff, sub-contractors, vendors, and activities onsite. He or she works with the project team to assure the project is completed according to the contract documents and budget while complying with all safety standards.

Reports to Executive Team

## ***Duties/Responsibilities:***

- Works with project team in a professional manner to achieve a successful project for all involved.
- Develop and maintain a constructive relationship with the local building officials.
- Conducts task assignment meetings with Brechbill & Helman's employees at start of work day.
- Enters time for site staff on a daily basis.
- Schedules materials, tools, equipment, and manpower for work performed by Brechbill & Helman several weeks in advance.
- Provides guidance, leadership, and a positive attitude for the onsite team.
- Assist the Project Manager with preparation of the project schedule and updates.
- Prepares detailed weekly look ahead schedules that include the work of all trades that will perform work.
- Schedule and coordinate all subcontractors, vendors, and owner's work.
- Conducts daily stand-up meetings (no more than 20 minutes) with all subcontractors on site to discuss daily work plan.
- Assist Project Manager, attend pre-installation meetings and progress meetings with subcontractors.
- Conducts regular quality control inspections to assure work is performed per the contract documents and industry standards.
- Coordinates with the onsite team to effectively manage change orders to ensure they are incorporated into the work.
- Verify that all onsite subcontractors and vendors are working from the current drawings and specifications.
- Works with the team to schedule and coordinate the timely delivery of equipment and materials.
- Completes detailed daily reports and weekly photos in project management software.
- Conduct regular safety inspections to identify unsafe conditions or behavior and take immediate action to remediate any unsafe conditions or behavior.
- Perform other duties as assigned.

### ***Required Skills/Abilities:***

- Good verbal and written communication skills
- Ability to work under pressure
- Ability to multitask
- Detail oriented
- Ability to read, understand, and execute blueprints, plans, and specifications
- General understanding of legal requirements relating to construction
- Thorough understanding of quality building practices
- Ability to quickly identify problems and efficiently solve them
- Ability to work additional hours as necessary to meet project schedule
- Proficient with computers
- Current valid driver's license

### ***Education and Experience:***

- 4 years of field construction experience in a supervisory capacity on projects ranging from \$3 Million and up.
- Bachelor's degree in Construction Management or related field preferred, but not required.

### ***Working Conditions and Physical Requirements:***

Primarily performs work at construction job sites with regular exposure to all weather conditions including heat, cold, rain and snow, and some work in controlled office environments. In a normal day, the employee must be able to stand for 7+ hours, walk 4-6 hours and must be able to drive 1-4 hours. This position requires little to no sitting. Employee must be able to lift/carry up to 75lbs maximum; frequently lift/carry up to 50 lbs. This employee must be able use his/her upper extremities for repetitive simple grasping, pushing/pulling and fine manipulation. In this position, employee must be able bend at the waist, squat at the knees, climb, reach above shoulders, kneel, and crawl. In this position, employee occasionally may work at heights above 6 feet.

### ***Working Hours:***

Normal hours are Monday through Friday, 7:00 am to 3:30 pm (1/2 hour lunch)

Due to the nature of our business, off hours and additional hours may be required.

Must be available by phone to address any time sensitive issues beyond normal business hours.