

## **Construction Superintendent**

### **Job Summary:**

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

### **Duties/Responsibilities:**

- Works with project team in a professional manner to achieve a successful project for all involved. Including, but not limited to, providing guidance and leadership with a positive attitude for the onsite team.
- Develop and maintain a productive relationship with local building officials, owners, and subcontractors, etc.
- Conducts task assignment meetings with Brechbill & Helman employees at the start of workday.
- Schedules materials, tools, equipment, and manpower for work performed by Brechbill & Helman several weeks in advance via a prepared detailed weekly look ahead; schedules that include the work of all trades that will perform work.
- Assists the Project Manager with preparation of the project schedule and updates, attends pre-installation meetings and progress meetings with subcontractors.
- Schedules and coordinates 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.
- 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.
- Verifies 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 Team\*.
- Conducts regular safety inspections to identify unsafe conditions or behavior(s) and takes immediate action(s) to remediate any unsafe conditions or behavior(s).

- Enter time for site staff daily.
- Performs 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 to \$10 Million.
- Bachelor's degree in construction management or related field

**Working Conditions:**

This position will primarily perform 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. On a typical 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. Employees must be able to lift/carry up to 75lbs maximum, and 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, employees must be able bend at the waist, squat at the knees, climb, reach above shoulders, kneel, and crawl. In this position, employees 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.

Candidate should forward resume and salary requirements to [careers@bandhconst.com](mailto:careers@bandhconst.com)

**Brechbill & Helman Construction Company, Inc.**  
Summary of Benefits

**Medical Insurance:**

After 2 months of full-time service, medical insurance coverage is provided to the employee at no charge at the beginning of the 3rd month of employment.

**Life Insurance:**

A group life insurance policy is provided at no charge to employees after two months of service.

**Holidays:**

After 2 months of service, employees will receive six paid holidays a year which include: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day.

**Vacation Paid Time Off:**

After one year, the employee is eligible for 5 days of paid time off, with an additional day added each year until 10 days are accumulated.

**Personal Paid Time Off:**

Accrual starts from day one of employment with the ability to start using (PPTO) it after two months of employment. Accrual is .0192 per hour worked. If not used, this gives a **full-time** employee one week per year. We allow accrual up to two weeks of time off.

**401k Retirement Plan:**

After 1 year of service, employees are eligible to enroll in a 401k plan.

**ESOP – Employee Stock Ownership Plan:**

Brechbill & Helman Const. Co., Inc is an employee-owned company and after one year of service employees will become part of the Employee Stock Ownership Plan.