

Job Description

Job Title: Project Superintendent

Purpose: Directs activities for workers concerned projects by performing the tasks and responsibilities below, personally or through subordinate supervisors.

Tasks & Responsibilities (including, but not limited to):

- Studies and interprets plan specifications for construction on basis of starting and completion times and staffing requirements for each phase of construction.
- Creates, executes and manages to project work plans and scope and revises as appropriate to meet changing needs and requirements
- Assists in development on initial team needs/requirements at start of jobs
- Ensures all project documentation, tracking and archives are complete, current and stored
- Effectively applies company methodologies and enforces project standards
- Orders and arranges for additional manpower, procurement of tools and materials to be delivered at appropriate, specified times to conform to work schedules
- Prepares preliminary project schedule
- Conducts all inspections and coordinates same
- Executes building permit applications for submission
- Provides timely daily reports
- Provides two (2) week look ahead no later than Monday morning for distribution to direct report, subcontractors, vendors and design team
- Tracks and identifies initial request for change (RFC) as they develop in project.
- Works directly with accounting in preparation of RFCs
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications and coordinating various phases of construction to prevent delays
- Confers with supervisory personnel and labor representatives to resolve complaints and grievances within job work force
- Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms
- Backfills as appropriate/needed for vacant Direct Reports' position(s).
- Provides feedback regarding continuous process improvement efforts to meet and exceed company standards

Education & Experience Required:

- High School graduate or Equivalent
- 5 Years Field Industry Experience

Skills Required:

- 6 Months supervisory team-lead experience
- Familiarity with company communication, and office and field productivity, tools
- Valid NJ State Driver's License

Travel Percentage:

- Up to 50% travel
- This position does not have an option for telecommuting

Physical Requirements:

- Must be able to lift 50 pounds, and be able to sit and stand for long periods of time
- Must have good vision and hearing
- This position requires significant time exposed to outdoor elements

Reports To:

Project Manager