City Creek Construction & Development

Position: Construction Superintendent

Summary: Our commercial construction company specializes in build-out construction for commercial buildings and offices. We make offices and buildings habitable and attractive so that our clients can succeed in their businesses. We are looking for a Construction Superintendent to oversee, manage and direct all aspects of a project from beginning to end. The ideal candidate will have excellent leadership qualities that allow him or her to take control of a project and produce results. He or she will spend their time in the field as well as in the office.

Duties and Responsibilities:

- Create estimates for build-out projects, including labor, supplies, materials and other ancillary costs
- Meet with building owners and tenants to discuss build-out specifications and improvements
- Mediate between landlords and tenants to find workable solutions that appeal to both parties
- Drive cost-effective project management techniques and strategies in the field
- Hire and assign sub-contractor construction work to each project
- Facilitate and follow up with all sub-contractor paper work including notice of awards, contracts, waivers, etc.
- Maintain a daily job site log
- Coordinate all construction services and activities
- Maintain strict build-out construction schedule and make changes as necessary to ensure deadlines are met
- Educate landlords and tenants on aesthetic and practical choices for build-outs

Work Hours:

Minimum 40 hours per week or as many hours as needed to successfully fulfill the requirements of the position.

Knowledge, Skills and Abilities:

- Ability to read and interpret all design drawings and specifications.
- Must be able to successfully interact with, building officials, owners, subcontractors, vendors and anyone else necessary for the successful operation of the construction process.
- Must fully understand all aspects of the scheduling process.
- Ability to understand and implement work scopes for every trade category on the project.
- Have the knowledge and ability to understand and track the all daily operations of his projects.
- Must have the computer skills necessary to complete all tasks as required by the position.

Driving/Traveling Requirements:

- Must have a valid driver’s license.
- Must be willing to travel to and work from project site.

Resume:

Send resume to Michelle Miller at mmiller@citycreekconstruction.com