JOB DESCRIPTION

SUPERINTENDENT

Summary:
To provide on-site coordination for Government/Commercial construction projects, including coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety.

Essential Functions / Major Responsibilities of Superintendent:

• Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.

• Perform quality control duties and responsibilities regarding the work being performed.

• Communicate with project team regarding ASI’s, RFI’s, and Material Submittals.

• Ensure that subcontractor is fully executing and complying with his contracted scope of work.

• Coordinate required inspections with local jurisdictions.

• Identify subcontractor non-compliance with safety, health, and environmental quality standards.

• Identify conflicts in construction progress and communicate them to project team for resolution.

• Maintain daily log (written) of activities on the jobsite.

• Perform Superintendent duties at multiple job sites, simultaneously.

• Ensure subcontractor has corrected all deficiencies identified by project team.

• Walk project daily to monitor activities and assist in future planning.

• Preside over weekly subcontractor meetings designed to coordinate the work.

• Issue notices of non-compliance to subcontractors in regards to quality of work or scheduling.

• Ensure that the job site is always kept in a clean and organized manner.

• Perform job progress and completion punch list identification and completion.

Secondary Functions:

• Assist in obtaining permits or approval of revisions.

• Gather project material submittals and maintain records of approvals at the job-site.

• Opening the jobsite at beginning of the day and securing the jobsite at the end of the day.
If you are self motivated, hard working, and able to adapt to challenging projects please send your resume to:

Wayne Van Valkenburg

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Thank you