



POSITION TITLE: *Superintendent*

DRAFTED: February 2019

FLSA CLASSIFICATION: Exempt

REPORTS TO: Project Manager & Director of Construction

POSITION PURPOSE:

The position is responsible for onsite coordination and overview of a project for The Annex Group.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES:

Include but are not necessarily limited to the following:

- Plan and schedule project, including look ahead schedules. Coordinate with PM. Ensure schedule is on track for project delivery
- Schedule manpower daily, weekly, and monthly in accordance with project master schedule.
- Control job progress by managing subcontractors, solving problems and conflicts, using proper documentation, quality control, and safety control techniques on the job, utilizing Procore
- Control project costs by weekly evaluation of labor, material, and equipment costs.
- Successfully receive, stage, and routinely inventory any/all materials procured by GC.
- Evaluate work in place or proposed budget estimates based upon actual incurred output as well as historical comparable analysis
- Demonstrate superior construction process knowledge.
- Possess strong field acumen, awareness, and technical expertise.
- Insure successful project delivery by recognizing and meeting all the Owner/Client's needs.
- Provide leadership through team building communications, proper motivation, confidence, and good judgment and listening to others
- Manage, mentor, and coach project level subordinates; foremen, carpenters, laborers, etc.
- Ensure an organized and tidy jobsite
- Monitor all construction activities while underway.
- Schedule and ensure success of any and all building and site inspections. Maintain a good relationship with local officials.
- Prepare and input daily reporting and photo documentation in Procore in conjunction with Assistant Superintendent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- A Bachelor's degree in Construction Engineering/Management or related curriculum from an accredited University is not required; however, it is a plus
- Multi-Family market experience preferred
- Significant experience with at least 5 to 10 years as a Superintendent of commercial construction activities in the field. Must possess superior construction knowledge, excellent personnel management skills, scheduling expertise, good knowledge and use of cost control procedures

LANGUAGE SKILLS:

- Ability to effectively communicate (oral and written) with both internal and external customers.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid U.S. driver's license.

TECHNICAL/COMPUTER SKILLS:

- Working knowledge of email and MS Office software programs necessary.
- Ability and willingness to effectively use other job-related technology tools.
- Ability or willingness to learn and use MS Project
- Ability or willingness to learn and use Procore

OTHER SKILLS and ABILITIES:

- Needs to have excellent relationship-building skills.
- Able to work with minimal supervision
- Must be a proficient communicator and listener.
- Organization skills are critical.
- Conflict and relationship management skills.
- Ability to work on multiple projects simultaneously with frequent interruptions.
- Articulate, professional oral and written communication skills
- Ability to prioritize, organize, and multi-task
- Strong interpersonal skills and ability to be a team player
- Math proficiency
- Strong work ethic and a positive attitude
- Self-motivated, adaptable, dependable, with focus on customer service
- Professional appearance and demeanor
- Ability to travel in-state and out-of-state for projects as needed
- Demonstrate good documentation practices as the project level; daily reports, RFI's, ASI, etc.
- Insure all parties understand the importance of safety to your project and educate those that need it
- Insure project cleanliness at all times through successful monitoring, management, and enforcement as necessary of all building trades working on site
- Sell your company and yourself to the Client, Owner, Building Officials, Inspectors, Architect, Engineers, and Consultants. Earn their respect.
- Ability or willingness to operate light construction equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent walking, standing, sitting within the work area and between clients.
- Driving to/from client sites and/or other locations for business-related purposes.
- Ability to climb ladders, stairs, and scaffolding is a must

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is that of a fast-paced office with minimal to high noise levels.
- This position requires working independently as well as part of a team.
- This position requires verbal and face-to-face contact with others on a daily basis.
- Frequent use of a computer is necessary.
- This position requires the use of all general office equipment.
- The position requires client information be maintained appropriately confidential.

Please read carefully and check one of the choices below:

___ I have reviewed the job description above. I can perform all of the essential functions of the job.

___ I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations: (Please list on back side of this page.)

Print employee name: _____

Employee Signature: _____

Supervisor Signature: _____

Date: _____