

JOB DESCRIPTION FOR SUPERINTENDENT

Pre-construction Phase Tasks and Responsibilities

- Review design documents for phasing, scheduling, and constructability considerations.
- Develop project schedule by working with Project Manager, Project Engineer, and trade contractors.
- Review trade contractor specific scopes.
- Work with Safety Manager to develop site specific safety plan.

Construction Phase Tasks and Responsibilities

- Perform Superintendent duties at multiple job sites, simultaneously.
- Walk all units on project daily to monitor activities and assist in future planning.
- Ensure that the job site is always kept in a clean and organized manner.
- Preside over weekly subcontractor meetings designed to coordinate the work of several contractors.
- Work with subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed
- Ensure that subcontractor is fully executing and complying with his contracted scope of work.
- Issue notices of non-compliance to subcontractors regarding quality of work or scheduling.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Perform jobsite risk analysis for activities which pose unusual challenges or risks. Work with trade contractors to develop plans to mitigate risks and ensure they are followed.
- Coordinate required inspections with local jurisdictions.
- Identify conflicts in construction progress and communicate them to project team for resolution.

Documentation Control Tasks and Responsibilities

- Communicate with project team regarding ASI's, RFI's, and Material Submittals
- Maintain daily log (written) of activities on the jobsite.
- Perform daily safety inspections.
- Maintain meeting minutes from weekly subcontractor meetings.
- Preside over weekly / daily safety meetings as required and maintain logs.

- Maintain 2-week look ahead schedule which details specific activities from the jobsite schedule.
- Maintain miscellaneous job specific logs as required.
- Track job expenses and provide weekly reports to the Project Manager
- Complete and submit weekly time sheets for Mahogany employees.
- Maintain jobsite red line as-builts, submittals, and specification binders.

Post-construction Phase Tasks and Responsibilities

- Ensure subcontractor has corrected all deficiencies identified by project team.
- Perform job progress and completion punch list identification and completion.

Physical Requirements

- This position involves work at a construction site where duties will be performed both indoors and outdoors.
- Overtime may be required to meet project deadlines
- Body Movements: Turning head and torso, bending and flexing arms, wrist and fingers, Reach with hands and arms. Lift or move objects weighing 50 lbs.
- Body senses: Must have full use of eyes and ears, full power of speech.

Educational Requirements

- Preferred two to four-year degree in construction related field
- High school diploma/GED
- Must have the ability to read blueprints
- Preferred experience with Microsoft Office Suite, PDF, and Database programs