

SUPERINTENDENT and ASSISTANT SUPERINTENDENT

The Superintendent manages the day to day field operations for all phases of construction including scheduling, preparing daily reports, conducting safety meetings, conducting safety inspections, interfacing with Owners, Architects, Building Officials, Bank Inspectors and Subcontractors and ensuring the timely completion and exceptional quality of various constructions projects.

Job Description:

- In conjunction with the VP of Construction, creates construction schedules
- Monitors, manages and updates construction schedules
- Coordinates with Project Manager to maintain the general conditions budget
- Coordinates temporary construction facilities
- Responsible for dust control plan compliance
- Working knowledge of all project plans, specifications, subcontracts, purchase orders, submittals, shop drawings, RFI's and all other project related documents
- Works with Project Manager and Project Coordinator to understand all scopes of work, anticipating constructability and/or timing issues and creating solutions
- Coordinates all building and municipal inspections
- Schedules and manages subcontractors and supplier deliveries
- Conducts safety meetings and safety inspections
- Interfaces with Owners, Architects, Building Officials, and Bank Inspectors
- Maintains daily logs
- Updates weekly status reports and takes construction progress photos
- Attends weekly staff meetings to present construction progress
- Maintains a complete and accurate set of as-built drawings
- Manages punch list completion, closeout process and Owner acceptance

Minimum Job Requirements:

- Minimum of five years of experience as a Superintendent in a commercial/multi-family setting. Experience on large scale multi-million dollar projects preferred.
- Construction Management degree preferred
- Proficient with current construction practices, processes and procedures
- Proficient with Microsoft Project, Word and Excel
- Excellent communication and listening skills
- Skilled at promoting teamwork with project team and stakeholders
- Ability to identify and resolve complex issues
- Working knowledge of health, safety and environmental protection practices and procedures
- OSHA 10 hour certified
- Ability to travel and/or work out of town
- Successful completion of pre-employment background checks and drug screening

Minimum Job Requirements: Assistant Superintendent

- High School Diploma
- Construction Management degree and/or advanced education preferred
- 2+ years of experience in construction preferred
- Knowledge of current construction practices, processes and procedures
- Proficient with Microsoft Project, Word and Excel
- Excellent communication and listening skills
- Skilled at promoting teamwork with project team and stakeholders
- Working knowledge of health, safety and environmental protection practices and procedures
- OSHA 10 hour certified
- Ability to travel and/or work out of town
- Successful completion of pre-employment background checks and drug screening

Please submit your resume and qualifications via email to info@deccabuilders.com or via fax to 480-609-3069.