

Superintendent

POSITION OVERVIEW

Within the framework of Continental Building Company's core values, the **Superintendent** is the principal on-site company representative who directs, coordinates, and controls the subcontracted work. He/she is committed to excellence, responsible for knowing and understanding the details of the project and collaborates with the project team to ensure that the project is built effectively and efficiently.

DUTIES AND RESPONSIBILITIES

- › Provide on-site coordination of subcontractors
- › Ensure that the health and safety plans are developed, communicated, implemented, and enforced. Follow up and ensure safety audits are completed accurately and timely. Identify critical issues and assist in the development of improvement procedures
- › Conduct subcontractor orientation and expectations meetings at on-set of project and as required throughout the entire project schedule
- › Develop site logistics plans along with the project team
- › Monitor and follow the budget in terms of purchases and wages
- › Plans for and uses resources efficiently, always looks for ways to reduce costs while maintaining quality
- › Organize the workers and ensure that they are performing as required to meet schedule and budget, including providing daily general inspections
- › Coordinate with government inspectors on the standard requirements of the site in terms of licenses and safety
- › Ensure quality control in the field as in adherence to Continental's QA/QC program. Coordinate custom mock-ups and/or special field measures. Correct poor workmanship immediately in order to minimize quality issues being placed on the punch list
- › Write daily reports and project progress records in coordination with the project team
- › Continuously monitor subcontractor productivity and percentage complete, identifying problems and potential delays, and providing solutions to resolve.
- › Ensure work schedules are maintained, and the project records are completed properly and submitted in a timely manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have the ability to:

- › Seek out new knowledge and utilize critical thinking
- › Identify and proactively solve problems individually but also in a team environment
- › Ability to interpret a variety of instructions in writing, orally, diagrammed or in a schedule format
- › Ability to communicate effectively, written or oral, while maintaining a high level of professionalism



EDUCATION AND EXPERIENCE

- › College degree in Construction related field or 3 years relevant work experience preferred
- › Knowledge of various construction disciplines, safety regulations, scheduling, cost control, engineering drawings and other documents
- › Must have a thorough understanding of basic and complex construction management processes and building techniques

CERTIFICATES, LICENSES AND REGISTRATIONS

- › Must have a valid driver's license and a clean driving record
- › OSHA 30
- › First Aid, CPR and AED certified

