



Project Superintendent

DESCRIPTION:

The Project Superintendent supervises the daily construction beginning with conducting the daily safety meetings, co-coordinating with Subcontractors for their start date, and organizing their orientation meetings. Updates the SIS, attends the weekly meetings, creates the daily and weekly reports on the project.

RESPONSIBILITIES:

Primary duties include, but are not limited to:

- Creates As-Built drawings
- Creates CPM Schedule Baseline and Updates
- Communicates buyout needs notification to Purchasing
- Submits Daily Report
- Conducts daily Safety Meeting
- Notifies CPR of Sub start date
- Manages permits
- Submits Weekly Photo Reports
- Creates Punch List
- Creates Site Specific Safety Plan
- Conducts Subcontract Coordination, Meetings, and Review
- Coordinates Temporary Facilities

DESIRED QUALIFICATIONS:

- High School or Higher
- 10+ years of relevant construction experience
- Ability to multitask
- Strong organizational skills
- Proficiency with Procore, MS Suites
- OSHA 10

COMPENSATION: \$110K - \$140