

**Job Description for: Superintendent****Summary:**

The primary function of the Superintendent is to oversee commercial / multi-family construction projects, including coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety.

**Job Description:**

- Ensure that project is constructed in strict accordance with plans, specifications and local codes.
- The ability to identify constructability issues between design and logistics
- Manage crews, subs and suppliers
- Coordinate and facilitate subcontractor preconstruction and weekly subcontractor coordination meetings
- Manage on site daily activities, to include logs and daily reports
- Produce and manage short interval and CPM schedules
- Ensure project is meeting all tactical objectives as required to meet project requirements and schedule
- Enforce safety protocols to ensure job site consistently meets or exceeds OSHA safety standards
- Perform quality control and enforce high quality standards
- Track & manage permits & inspections
- Manage construction documents and as-builts through the entirety of the project
- Identify conflicts in the construction process and communicate them to project team for resolution
- Perform and manage deficiency lists and completion of punch lists
- Establish and maintain positive relationships with internal project team, subcontractors / skilled trades, owners, design consultants and inspectors
- Assist in project closeout

**Qualifications**

- Ground up experience as Superintendent
- High school diploma required, college degree preferred
- Analytical skills, problem solving abilities, and be effective at building collaborative relationships
- Strong knowledge in means and methods of construction, reading plans, planning and scheduling concepts
- Strong computer skills including working knowledge of Microsoft Office and computer-based scheduling software such as Microsoft Project
- Strong general knowledge of building components and systems
- Proficient management & leadership skills
- Strong general knowledge of all OSHA and SWMP Regulations as they apply to construction



- Excellent communication skills and the ability to stay calm under pressure
- Be a team player
- Must have a valid drivers license

All tasks and descriptions as prepared above are subject to review and changes by any employee of Symmetry Builder's Inc. In no way is the above write-up designed to encompass all tasks, rather it is designed to provide guidance and help to create leadership and success!

**Compensation:** \$85,000 - \$110,000

**Benefits:** Employer paid health, dental & vision, matching 401K, PTO, vehicle allowance/vehicle