

# **Superintendent**

## **Summary**

The Superintendent will help plan, manage and execute on all aspects of assigned projects. This position will be responsible for supervising the field construction of a project, coordinating with sub-contractors, ensuring documentation is complete and meeting project goals to achieve timely and profitable completion of all projects. All activities will be performed in support of the strategy, vision and values of Hollandsworth Construction.

## **Job Responsibilities / Duties** *(not limited to the following)*

- Provide leadership and to establish and maintain effective relationships of project participants including tradesmen, sub-contractors, the client, and the public.
- Have a complete understanding of the General Contract, each Subcontract, the contract drawings, specifications.
- Assist the Project Manager in the development of the on-site procedures.
- Examine the contract drawings, specifications and addenda for design deficiencies, impractical details and possible code violations, and bring these to the attention of the Project Manager who will review them with the Architect.
- Assist the Project Manager and the Scheduling Manager in the development and refinement of the Project Schedule, and to work with the Project Manager to keep the schedules properly updated, and to see that the job meets the various required dates.
- Review the Construction Program with the Project Manager including quality control procedures, safety and security practices, field office location and layout, temporary utilities, staging areas, equipment and manpower.
- Coordinate, direct, monitor, inspect the activities of the Subcontractors and Suppliers.
- Verify that each Subcontractor has completed his contractual requirements as condition precedent to beginning his work at the jobsite. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and a Safety Program.
- Verify that all required permits or licenses have been obtained, and that a weatherproof bulletin board is installed on which all required safety notices are posted.
- Work with, and direct when necessary, the activities of the inspection agencies, and to effect remedial actions indicated by the reports of these agencies.
- Oversee weekly coordination meetings and monthly safety meetings with the subcontractors and to issue typewritten minutes to the Project Manager.
- Receive and review the Subcontractors Daily Reports of work done and labor and material employed.
- Review and approve, on a weekly basis, all as-built prints.
- Review and approve the Subcontractor's monthly requests for payment.
- Participate, as required, in the timely preparation of monthly requisitions.
- Review and approve all time and material work vouchers and invoices.
- Maintain good relations and communications with all involved in the project.
- Obtain / Maintain OSHA 30

## **Experience & Education**

- Any combination of education and experience that demonstrates the knowledge and ability to perform the work
- Preferred: BS or MS degree in Engineering or Construction Management
- Preferred: 5+ years' office/and or field experience in construction
- Proficient in Microsoft Office (Word, Excel, Outlook, Access, PowerPoint).

**Benefits**

- Performance Based Bonus
- Medical, Dental, Vision, Basic Life and AD&D Insurance
- Short Term and Long Term Disability
- 401(k) with company match
- Paid Time Off

*Hollandsworth Construction is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.*