



CONSTRUCTION SUPERINTENDENT JOB DESCRIPTION

Job Summary

The Construction Superintendent coordinates all site construction activities and supervises all field personnel as required to successfully complete the project on schedule and within budget. This includes maintaining the highest quality, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities. Maintains the job site office and closes out projects

Core Responsibilities

- Coordinates and supervises all construction activities.
- Directs all field personnel to achieve completion of the project on schedule, within budget, with quality workmanship that conforms to plans and specifications.
- Maintains construction schedule, identifies problems in advance and recommends solutions.
- Coordinates material deliveries and schedules inspections as necessary throughout the progress of the project.
- Thoroughly understands the project plans and specifications.
- Maintains positive relationships with customers, contractors, suppliers and other employees.
- Prepares, Schedules, Daily Reports, Job Hazard Analysis Reports and supervises completion of a final Punch List.
- Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately.
- Ensures all company employees and contractors are adhering to the company safety policy.
- Maintains an organized job site, including the construction office.
- Conducts weekly meetings with all subcontractors.

Core Competencies

Organization: Utilizes strong organizational skills.

Communication: Displays strong written and oral communication skills and employs effective listening skills.

Problem Solving: Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs.

Interpersonal Skills: Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.



Personal Profile

- A self-starting, highly motivated and goal oriented individual.
- Excellent attention to detail with emphasis placed on quality.
- Very organized with a systematic approach tasks to achieve accuracy and efficiency.
- Well-developed interpersonal skills, including the ability to manage diverse personalities.
- Professionally and technically competent.
- Quick, sharp, confident, assertive, ethical and ambitious.
- Analytical with the ability to examine issues from multiple viewpoints.
- Friendly and out-going in social contacts.
- Works easily with others.