

Project Superintendent – Job Description

Position Summary

The Project Superintendent is responsible for managing & coordinating all on-site trade partners and activities. The Superintendent directly supervises subcontractor's on-site labor & craft workers; coordinates jurisdictional & 3rd party inspections; conducts site meetings with owners, architects, and consultants; and is accountable for ensuring compliance with all property and OSHA safety guidelines & regulations. This position requires leadership & the ability to work in a collaborative environment. Organizational, time management, and communication skills are essential to the role and the overall success of the project.

Responsibilities

- Assist the project team through the creation or review of logistics plans, schedules and manpower allocation used in bid solicitation to subcontractors and project proposals to clients.
- Contribute to Subcontractor packages scopes of work inclusions/exclusions specific to each trade's responsibilities.
- Participate in Subcontractor scope review/bid award meetings.
- Coordinate and direct day-to-day jobsite supervision of all on-site labor personnel.
- Assist Project Management in the supervision and responsibility of the total construction effort in accordance with design, budget, quality, and schedule.
- Conduct, record QA/QC inspections. Coordinate and ensure corrections are completed.
- Provide the project team with technical assistance (interpretation of drawings, recommendation of construction methods and equipment, etc.) as required, including mechanical, electrical, plumbing and fire protection systems.
- Inspection of Subcontractor operations to ensure compliance with Prime Contract requirements.
- Assist Project Management in reviewing Subcontractor payment applications for accuracy.
- Create & maintain positive relationships with all project stakeholders including representatives of ownership, Architect/Engineer, consultants, and jurisdictional representatives such as inspectors.
- Coordinate site testing and inspections, including the review of all "end of project" required inspections.
- Monitor labor, material, and equipment with project management staff.
- Communicate and enforce Blackford Safety Program, including confirmation of weekly onsite safety meetings where JHA's are reviewed and discussed. OSHA requirements, and location specific requirements such as Hot Works are enforced.
- Demonstrate commitment to an Injury-Free Environment.
- Create & review 3-week look ahead schedules that ensure all activities take place on or ahead of scheduled dates.
- Create and Submit Daily Reports to document weather and field conditions, trade and subcontractor manpower, progress and conditions impacting the project, as well as Accident Reports, Quality Reports, etc. to the project management staff.

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- Host and Monitor weekly subcontractor meetings to coordinate and discuss meaningful project specific topics.
- Attend and participate in project meetings as needed by project management staff.
- Computer literate with knowledge or proficiency in Microsoft Word, Excel & Project.

