

JOB TITLE: COMMERCIAL PROJECT SUPERINTENDENT

SALARY / HOURLY: DEPENDING ON EXPERIENCE

PAYROLL STATUS: EXEMPT

CONSTRUCTION SUPERINTENDENT JOB RESPONSIBILITIES:

Includes, but is not limited to: The 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.

CONSTRUCTION SUPERINTENDENT 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 original plans and specifications.
- Maintains construction schedule, identifies and solves problems.
- Orders materials and schedules inspections as necessary throughout the process.
- Understands the project plans and specifications.
- Maintains positive relationships with customers, subcontractors, suppliers and other employees.
- Prepares, schedules 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.
- Maintain daily log of activities and site conditions in Foundation Soft.
- Ensure accurate daily documentation of work orders/tickets and understand subcontractor scope of work to avoid unnecessary change orders.
- Understands ADA Requirements.

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.



**IDAHO STAGE
CONSTRUCTION**

**PROJECT
SUPERINTENDENT JOB
DESCRIPTION**

CONSTRUCTION SUPERINTENDENT SKILLS AND QUALIFICATIONS:

- Two or Four-Year College Degree in Construction Management preferred, but not mandatory or a minimum of 10 years of successful experience as a Superintendent.
- Strong work ethic.
- Ability to read blueprints.
- Working knowledge of Foundation Soft ERP, Microsoft Excel, Microsoft Word, and Internet
- Strong attention to detail
- Strong competency with computer and software programs.
- Strong keyboard / typing skills.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position.

Employee Acknowledgement:

Employee Signature

Date