

# Superintendent - Commercial Construction

Construction - Project Manager

Reports to: President/ Operations Manager

Expectations for All Employees:

All employees will support the company mission and vision by exhibiting the following behaviors:

- \* Excellence and competence
- \* Collaboration and innovation
- \* Respect
- \* Commitment
- \* Accountability and ownership
- \* Loyalty to the company
- \* High Degree of Integrity
- \* Desire to succeed (overcome and conquer)

Position Summary

Project Construction Manager: a comprehensive understanding of construction scheduling, budgeting and production. This position is the Company's front line representative to the customer, architect, building officials and internal staff.

Duties and Responsibilities

The person in this position will fully and directly interact with the President of the company, customers, supervise the construction team from budget development to project completion and close out, build client relationships and trust, develop subcontractor relationships, coordinate overall construction schedule, be fiducially responsible for construction budget, as well as have responsibility for overall jobsite safety, personnel, training, timely completion, quality, customer satisfaction and customer retentions.

Responsible for overall project profitability, accountability and project ownership. This individual must be and understand the true meaning of being a profit center for the Company. This position will require contact with a diverse group of external callers, visitors, customers and internal contacts at all levels of the organization. A thorough knowledge of all building trades, construction management principles, site work, utilities and the permitting process. The ability to understand and adapt to the bureaucratic hierarchy of local government agencies, processes and polices; communicate effectively with inspectors, plan reviewers and to adapt to the ever changing local governmental requirements and procedures concerning the progress and closure

of a project.

#### Qualifications (Knowledge, Skills and Ability Requirements)

- \* Construction management degree or equal
- \* Min 10 years construction management experience
- \* Ability to multitask bidding and estimating, project management, construction team management
- \* Though understanding and comprehension of spec book adherence and the submittal process
- \* Experience with juggling multiple competing demands in a fast-paced environment
- \* Exemplify a team player, having good organizational skills and ability to execute projects in a timely manner within budget
- \* Exhibit high level of interpersonal skills and the ability to handle sensitive and confidential information and situations with poise, tact and diplomacy
- \* Possess excellent verbal and written communication skills as well as computer proficiency in Microsoft Word, Excel, Outlook and Microsoft Project

#### Project Bidding:

- \* Drawing and specification review
- \* Qualify subcontractors and vendors
- \* Drawing and specification distribution to subcontractors and vendors
- \* Collection of quotes and proposals
- \* Clearly delineating project scopes for customer vendors and subcontractors
- \* Put bid in an acceptable and explainable format with notes, exceptions and/or clarifications
- \* Bid review with upper management

#### General Administration:

- \* Ensure local jurisdiction requirements are met to start project (project permitting, bonds posted, required pre-construction meetings are held, utilities markings in place, etc.)
- \* Submittals - Design through Approval - Distribution
- \* Maintain All Drawings, specifications, Submittals and Correspondence throughout the job. Assemble complete package for construction to Superintendent.
- \* Review and code subcontractor and vendor invoices
- \* Conflict resolution with invoicing, scope of work, project coordination, drawings and specifications, personnel conflicts (this can involve personality conflicts as well), etc.
- \* Perform project safety audits & project safety review
- \* Project invoicing to customer: Negotiate and Finalize all contract changes
- \* Receivables collections (when needed)
- \* Enlarge our stable of qualified subcontractors and vendors

#### Project Cost Controls:

- \* Project budgeting development and adherence
- \* Project subcontractor and vendor scoping, buyout, negotiations and contracting
- \* Financial status tracking of project against the budget
- \* Track project changes from subcontractors and vendors closely and recover these costs from the customer.
- \* Communicate with the customer on project status, progression, change orders, coordination conflicts with the owner, vendors and subcontractors (our subcontractors and vendors are our responsibility).

#### Project Scheduling:

- \* Project schedule development, adherence and update for all parties involved with the project.
- \* Project coordination with all subcontractors and vendors involved
- \* Project schedule distribution to all parties involved
- \* Project submittals from subcontractors and vendors to the customer

#### Project Kick-Off:

- \* Conduct owner pre-construction meeting.
- \* Ensure temporary utilities are in-place (electric, phone, water or hydrant meter, port-a-john) and all Safety measures in place
- \* Ensure job trailer and all Temp facilities are in place and on-site
- \* Hold in-house review and pre-construction meeting
- \* Hold subcontractor pre-construction meeting

#### Project Progression:

- \* Project contract, drawing ,specification and quality control adherence
- \* Drive the project through the superintendent and subcontractors
- \* Regularly scheduled progress meetings and review : Maintain and drive the project schedule
- \* Offer value and service to customer through value engineering, project enhancement changes.
- \* Review superintendent's paperwork to ensure that on-site project administration is being properly executed (job logs, tailgate safety meetings, correspondence logs, etc.)
- \* Communication with the project superintendent (as well as subcontractors and vendors)
- \* Overall Project accountability for Schedule, Safety, Budget, Quality, and Closeout

#### Project Closeout:

- \* Ensure project closeout documentation is received and forwarded to customer
- \* Obtain certificates of occupancies
- \* Ensure all local jurisdiction requirements are satisfied
- \* Ensure project punch lists are completed in a timely manner

\* Ensure bond releases are obtained

Forward resume by email or fax to 571-766-0952