



Please Submit Resume to:
jobs@strategicindustry.us

Subject Line: Superintendent

JOB DESCRIPTION

Job Title: Superintendent
Department: General Construction
Reports to: Operations Manager
Status: Exempt
Date: February 18, 2021

Position Summary: Manage the onsite implementation of General Construction projects working in Private, State and Federal environments. Responsible for implementing high standards of quality, jobsite safety, reviewing of plans, scopes of work, permits, architectural and structural details, and managing the construction schedule keeping the project on-time and on budget.

Essential Functions:

1. Understand in detail all required information such as procedures, permits, plans, scopes of work and job specifics to ensure that scheduling and goals are met in the most efficient manner that enables high quality of craftsmanship and contract requirements are met.
2. The Superintendent must have skills to resolve and deter any problems or conflicts that may arise and must be willing and able to adapt to a variety of situations that may arise due to the nature of the industry.
3. Provide the support and tools to manage Strategic Industry's employees and subcontractors. Implement company policies and procedures. Implement on job disciplinary action when required.
4. Follow all local, state and federal building guidelines.
5. Maintain a good working relationship with inspectors, owner/client, architects, engineering consultants, public agencies, subcontractors and all internal employees. Have people skills, discernment and positive attitude. Strong knowledge in on-site as well as off-site construction commercial and industrial development and infrastructure such as grading, utilities, paving etc... Be knowledgeable in all other trades such as plumbing, electrical, mechanical and carpentry skills.
6. Provide input on scopes of work and recommendation of subcontractor base for each project to ensure profitability and prevent unseen costs. Work closely with estimating and purchasing for all available project information
7. Provide daily reports about the status of each project. Requires keeping documents organized for proper communication back to customer and office staff.
8. Manage all equipment, material and onsite storage containers stored at each jobsite. Equipment must be monitored for proper and safe usage. All material and equipment must be properly accounted for and maintained on a daily basis.
9. Develop construction schedules using Microsoft Project and 3 week look aheads
10. Maintain Quality Control standards
11. Implement the company safety plan and maintain a safe jobsite
12. Ability to travel for projects

Knowledge, Skills, and Abilities:

- Minimum 5 years of experience as a Construction Superintendent
- Comfortable working in a Medical Construction environment
- OSHPD experience a plus
- OSHA 30-Hour Certification a plus
- CPR certified a plus
- Ability to pass drug test and background check
- Clean Driving Record
- Proficient in Microsoft Office more specifically Word, Excel and Outlook
- Proficient in Microsoft Project
- Experience with Procore a plus
- Strong planning and organizational skills.
- Courteous, professional, and enthusiastic.
- Demonstrate an initiative in completing all tasks at hand in a timely manner.
- Ability to handle multiple projects, meet deadlines and achieve objectives.
- Ability to maintain a professional business image

Environmental Conditions:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ten percent (10%) of the time.
- Outdoors in a jobsite environment with exposure to noise, heat, and cold approximately ninety (90%) of the time.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule and evening/weekend hours in order to meet deadlines.
- May move (walk or drive) from one work location to another occasionally.

Physical Demands:

- Attendance and punctuality.
- Mobility within the office.
- Ability to walk, sit, stand, and climb stairs.
- Ability to lift up to 45 pounds.
- Ability to drive a vehicle.

Compensation:

- Pay is based on experience
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K
- Profit sharing through the 401k plan after 12 months of employment

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California’s Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.

Certification:

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position: _____

I understand that employment with the Company is considered “at-will”. Neither I, nor the Company, is committed to continuing the employment relationship for any specific term. Either I, or the Company, may terminate the employment relationship at any time, with or without cause and with or without notice.

(Please initial below)

_____ I have reviewed the job description for my position and it accurately reflects at least 95% of the work I do on a daily basis.

_____ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: _____

Signature

Date

Printed Name