



PROJECT SUPERINTENDENT

Our Project Superintendents oversee the day-to-day operations of a commercial construction project to ensure a safe, timely and cost-effective delivery.

Key Skills Required:

- *Minimum* 3-5 years of experience in construction supervision
- Read and understand construction plans and specifications
- Competent and understanding of safety and OSHA rules
- OSHA 10 or 30 card preferred
- Establish a teamwork atmosphere for each project between all trades personnel and management
- Should be proficient in Microsoft Office, Excel, Word, and Suretrak or similar scheduling software
- Experience with estimating and scheduling required
- Must be able to read plans, takeoff quantities and reference specifications
- Must be able to work in a team environment
- Need to demonstrate through experience that they can oversee construction projects as well as oversee **other construction personnel** in their responsibilities
- Must possess excellent communication skills

Responsibilities:

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion
- Perform quality control duties and responsibilities regarding the work being performed.
- Communicate with project team regarding RFI's and Material Submittals.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work
- Coordinate required inspections with local jurisdictions
- Identify subcontractor non-compliance with safety, health, and environmental quality standards
- Identify conflicts in construction progress and communicate them to project team for resolution
- Maintain daily log (written) of activities on the jobsite
- Perform Superintendent duties at multiple job sites, simultaneously
- Develop strong client relationships
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion
- Assist in budgeting, bidding, and award of subcontracts
- Assist in obtaining permits or approval of revisions
- Gather project material submittals and maintain records of approvals at the jobsite

Compensation & Benefits:

- Competitive salary & bonus structure
- Healthcare including medical, dental and vision
- 401k
- Tuition Reimbursement
- Vacation days
- Personal days

Summit Construction is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, sexual orientation, genetic information, gender identity, or any other characteristic or trait protected by federal, state, or local law.