

## **SUPERINTENDENT**

**REPORTS TO:** Project Manager/General Superintendent  
**SUPERVISES:** General Laborers, Carpenters on each Project/Job  
**PAYROLL STATUS:** Exempt

**PURPOSE OF THE POSITION:** Responsible for the overall planning, scheduling and supervision of all activities/resources, quality control, safe project site of each project, ensuring project completion is under budget and on schedule. Key to this position is a satisfied client(s) who will want VIRTEXCO Corporation on their next project.

**ESSENTIAL FUNCTIONS:** Supervision of field workforce and overall jobsite, scheduling of subcontractors, budget control, material procurement, quality control, daily reports, training and mentoring as needed.

**OCCASIONAL FUNCTIONS:** Meet with Owner, Owner's representative, Architects, Engineers, subcontractor for progress updates, negotiate pricing for supplies, maintain/monitor hours worked, problem resolutions needed, conduct safety training/meetings.

**EDUCATION, SKILLS, QUALIFICATIONS AND EXPERIENCE:** A Degree in Building Construction/Construction Management is preferred and/or high school diploma supplemented by prior supervisory experience within the construction industry. Strong written and verbal communication skills including computer literacy and the ability to be trained in such, blueprint reading, surveying and estimating skills, construction management, and general carpentry skills preferred.

**EQUIPMENT USED:** Computer, facsimile machine, copy machine, telephone, calculator, hand tools, motorized construction equipment, and in some cases, dump trucks, bobcats, backhoes, cherry pickers, and forklifts.

**PHYSICAL ACTIVITIES:** Bending, stooping, climbing ladders/stairs, heavy lifting, pushing, moving from one location to another; exposure to dust, noise and weather-related conditions.

**REQUIRED LICENSES AND/OR CERTIFICATIONS:** A valid Virginia driver's license is required if operating a motor vehicle; CPR/First Aid Certification required.