

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 and quality control of each project, ensuring project completion is under budget and on schedule.

ESSENTIAL FUNCTIONS: Supervision of field workforce and overall jobsite, scheduling of subcontractors, budget control, material procurement, quality control, daily reports and hands-on labor as needed.

OCCASIONAL FUNCTIONS: Meet with owner/contracting officer/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 high school diploma supplemented by some prior supervisory experience within the construction industry. Prior experience in a similar position and the ability to read the English language; blueprint reading, surveying and estimating skills, construction management, general carpentry skills preferred.

EQUIPMENT USED: 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. CPR/First Aid Certification required.