

## **POSITION OVERVIEW**

A successful **Project Superintendent** will be the principal on-site company representative who directs, coordinates, and controls the subcontracted work. They will be committed to excellence, responsible for knowing and understanding the details of the project, collaborating with the Project Manager to ensure that the project is built effectively and efficiently. They will solve disputes in the field in a courteous and professional manner utilizing the specifications and drawings along with schedules and contracts to resolve fairly and in the best interest of the project. They will be capable of managing field operations on a project independently while promoting the company's overall expectations regarding schedule, budget, quality, safety, and client relations.

## **DUTIES AND RESPONSIBILITIES**

- Ensure that the health and safety plans are developed, communicated, implemented, and enforced
- Possess and remain current with OSHA 30-hour card
- Provide on-site supervision of subcontractors
- Conduct subcontractor orientation and expectations meetings at onset of project and as required throughout the entire project schedule
- Develop site logistics plans along with the Project Manager and/or Project Executive
- Ensure that the budget is followed
- Plans for and uses resources efficiently, always looks for ways to reduce costs while maintaining quality
- Organize craft workers and ensure that they are performing as required to meet schedule and budget, including providing daily general inspections
- Liaise with government inspectors on the standard requirements of the site in terms of licenses and safety
- Ensure quality control in the field in adherence to CBC's QA/QC program. Coordinate custom mock-ups and/or special field measures. Correct poor workmanship immediately in order to minimize quality issues being placed on the punch list
- Write daily reports and project progress records in coordination with the foreman and Project Manager
- Continuously monitor subcontractor productivity and percentage complete, identifying problems and potential delays, and provide solutions to resolve
- Ensure work schedules are maintained and the project records are completed properly and submitted in a timely manner

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong communication (verbal and written), organization, management, and good listening skills
- Must be capable of supervising large-scale commercial construction projects with multiple subcontractors, trades and equipment provisions
- Skills and knowledge must include:
  - Line & grade
  - Knowledge of all divisions of work
  - Scheduling, sequencing, phasing of work
  - Sequencing and organizing trades

## **EDUCATION AND EXPERIENCE**

- Degree in construction related field is preferred
- Minimum 5 years of experience as a commercial construction superintendent is required
- Desired computer software experience includes Microsoft Office; Bluebeam

## **WHAT WE OFFER**

CBC offers a competitive salary package that includes travel compensation (if applicable). Our generous benefits package offers employees the opportunity to participate in a top-notch health insurance program, company paid life insurance, and access to great supplemental programs for dental, vision, long term disability, and accident coverage. Our 401K retirement program offers excellent investment options with a company match. We offer a paid time off program, as well as paid holidays.

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Continental Building Company is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.