

Job Description Project Superintendent

POSITION OBJECTIVE

A Model Construction Project Superintendent (PS) shall accept overall responsibility of the assigned jobsite and the daily activities of contractors working on the site to exceed the expectations of the clients, both external and internal.

The *PS* shall always conduct him/herself in a courteous, knowledgeable, and professional manner through leadership exhibited by one's actions, commitment to the project and personal appearance. The Superintendent's responsibilities fall within the four main categories: Safety, Schedule, Quality, and Cost Awareness and Control. A Model *Superintendent* will be responsible for the jobsite and oversee the daily activities of contractors working on the site.

Daily / Typical Activities

Typical responsibilities of the *PS* shall consist of but will not necessarily be limited to the following:

- On-time arrival at the jobsite each work day morning (first one in).
- Complete understanding of the construction documents and the details therein.
- Daily coordination of work activities amongst the sub-contractors and Model personnel on site.
- Check, monitor, and respond to e-mail throughout the day.
- Complete the Daily Construction Report in Timberline.
- Ongoing photographic documentation of Project progress and electronic filing of the same on the server.
- Maintain appropriate job files and paperwork on site as well as contributing to the general electronic files through scanned and stored documents and Timberline activities.
- Arrange for and lead a Weekly Progress Meeting, document discussion and attendance, and distribute minutes of the meeting (including an updated 3-Week Look Ahead Schedule)
- Fulfill daily and weekly safety inspection and reporting requirements.
- Daily interaction with Project Manager on project progress, constructability and sub-contractor issues, extra cost issues, etc.
- Continual observance of construction activities, noting the correctness and the overall quality of the work per the contract documents, and the refusal of sub-standard workmanship.
- Being a courteous and knowledgeable liaison to Owners, inspectors, and other visitors to the site.
- Verify that the jobsite is secure at the end of each day.

VALUES, SKILLS, KNOWLEDGE AND ABILITIES

- **Commitment.**
 - Firm commitment to company's core values: Partnership, Innovation, Sincerity, and Stewardship.
 - Commitment to working in a collaborative, team environment.
- **Passion.**
- **Personal Growth.** Have the desire and internal fortitude to give of your time, talents and resources to become the best version of yourself in order to positively impact others and the company.

- **Computer and Technical Skills.** Should be able to embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office, Yardi and Timberline Project Management software, or equal. Ability to complete the following reports:
 - Daily Construction Reports
 - Daily and weekly Inspection Reports
 - Weekly Progress Report
 - Monthly Project Report
 - Prevailing Wage Report
- **Professional Experience.**
- **Personnel Supervision.** Manages and directs his/her direct reports, including:
 - Annual performance reviews of any direct reports.
 - Periodic reviews of progress toward annual goals of any direct reports.
 - Establishment of annual performance goals of any direct reports.
- **Industry Knowledge.** Due to the variety of projects that the Model Group targets for construction, a wide breadth of knowledge is desired for the PS to be viewed as a valuable resource by a variety of clients. This knowledge includes:
 - Commercial and residential types of construction and methods of project delivery.
 - Development of sites, utilities, and infrastructure.
 - Government services, including zoning, permitting, taxes, incentives and abatements.
 - Contracts and Agreement for effecting construction and real estate transactions.
 - Familiarity with sustainable design concepts.
 - An understanding of industry trends and innovations to be able to translate to Model projects.
- **Established Network.** The *PS* will have relationships with trade associations, business influencers, and past customers.
- **Leadership.** The *PS* must be able to lead both clients externally and project team members internally. This requires experience with responsibility for leading, supporting and managing a skilled staff and consultants.
- **Team-oriented.** Committed to working in a collaborative team environment
- **Communication.** Developed written and verbal communication skills and the ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
- **Time Management.** Developed organizational, planning and time management abilities utilized to solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.
- **Budgetary Skills.** Help manage project budgets, including preparation of funding requests, project proposals, change orders, and invoices.

To apply for this position:

Send cover letter and resume to info@modelgroup.net, including "Application for Construction Superintendent position" in the subject line. No phone calls, please.