

JOB TITLE SUPERINTENDENT

LOCATION Lubbock, Texas

JOB DESCRIPTION Under supervision from a designated project manager, the superintendent will plan, coordinate, and supervise new construction and remodeling of existing buildings. The Superintendent is responsible for overseeing all phases of a construction project from initial planning to completion. Responsibilities include:

- Managing the day-to-day field activities to ensure that the project milestone dates and overall schedule completion date is met.
- Create/Maintain look-ahead project schedules.
- Promote a safe environment.
- Verifying that all work is installed in a workmanlike manner.
- Conducting and/or attending pre-construction, progress and other project and staff meetings.
- Conducting and/or participating in regularly held meetings involving staff, owners, subcontractors, etc.
- Attend Owner Meetings on a regular basis to discuss the status of projects.
- Manage the punch list and project closeout process to assure timely completion.
- Maintain daily paperwork such as time cards, field reports, schedule updates and E-mail correspondence.

QUALIFICATIONS

- High school graduation or equivalent.
- Work experience in building construction, remodeling, and construction project coordination experience.
- At least two (2) years of supervisory experience in building construction.
- Current safety credentials to include OSHA 30 1, 1st Aid and CPR
- Understanding of construction methods associated with the renovation and construction of buildings and related sitework.
- Strong technical and communication skills.
- Ability to work in a team environment.
- Ability to read and understand drawings and specifications.
- Knowledge of Primavera Expedition/Contract Manager and Primavera Contractor scheduling software.
- Exhibits commitment to quality.
- Positive Attitude.
- Demonstrates proficiency using company communication tools, such as email, internet, and Microsoft products (e.g., Word, Excel, Office, Outlook), PC and iPad.

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