

Job Title: Assistant Superintendent

Summary

Provides assistance to the on-site superintendent as needed and as directed by the Superintendent by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Provide assistance to the on-site superintendent in the following areas:

Studies specifications and drawings so as to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction.

Assures procured tools and materials to be delivered at specified times to conform to work schedules.

Provides guidance to subcontractors and assists in solving problems associated with projects.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Confers with subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays and assure on-time delivery.

Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.

Conducts regular project reviews and maintain records of project progress.

Advises Project Managers and Coordinators of any issues associated with project.

Assures all personnel are familiar with and adhere to safety regulations.

Ensures that job trailers or Superintendent's trucks have copies of personnel policies and Job Safety Data Sheets/MSDS.

Run project specific errands for the on-site superintendent staff as needed.

Develops relationships with past, present and future clients.

Recommends potential project opportunities to Marketing Department.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Associate degree or certificate from college or technical school; 1 - 5 years of related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Project Management Software Contact Management systems and Spreadsheet software.

Certificates, Licenses, Registrations

Valid Driver's license as well as an approved Motor Vehicle Report

Other Skills and Abilities

Read and interpret drawings and schedules prepared by architects and project managers.