

Company

For over 20 years, our company has provided design-build services in Chicagoland and nationwide. Privately held and financially strong, we excel at offering strategic construction solutions for our clients. We believe that communication is essential to success and place it as a high priority with our clients as well as internally. Our company personality is one of energy, enthusiasm, dynamic problem-solving, teamwork, creativity, efficiency and having fun all while enforcing a culture that promotes self-development and doing the right thing.

Job Description

Our Superintendents provide the knowledge, skills and experience required to manage the day-to-day field operations of task order and/or commercial construction projects that we undertake all over the country. Our Superintendents are responsible for the production aspects of the work and are accountable for:

- producing quality work that is constructed consistent with the standards set forth in the project's contract documents; and
- performing the work in a timely and cost-effective manner and for maintaining a work environment that is safe and continuously kept clean and orderly.

Moreover, our Superintendents are the forward face of our company and are responsible for establishing a professional work environment that includes fostering a positive atmosphere, promoting proactive and effective communication, facilitating problem solving, and for minimizing and resolving conflict in a constructive manner. The primary focus of our Superintendent is to provide the managerial and leadership skills necessary to accomplish the work by means of subcontractors and to manage the day-to-day issues associated with the project.

SUPERINTENDENT RESPONSIBILITIES

- Manage the day-to-day field activities to ensure that the project milestone dates and overall schedule completion date is met
- Create short-interval look-ahead project schedules to make sure that upcoming events are communicated, tracked and are being acted upon
- Create and maintain a culture that values safety, health and cleanliness
- Manage and coordinate the work to ensure that it is constructed in an orderly and deliberate manner that is consistent with the standard-of-care set forth in the contract documents and by the best-practice standards consistent with the industry
- Verify that all work is installed in a workmanlike manner (i.e.: plumb, level, straight, etc.);
- Manage as well as proactively anticipate and identify issues that could lead to problems and facilitate solutions
- Schedule, coordinate, and document all inspections and ensure that the quality aspects of the physical work are fully documented
- Ensure all aspects of the project are compliant with all contract terms and legal requirements that govern the project
- Administer client specific programs, such as CQC, Safety, Environmental Stewardship, etc.
- Conduct and/or attend pre-construction, progress and other project and staff meetings
- Manage changes in project scope
- Manage the punch list and project closeout process to assure timely completion
- Maintain daily paperwork such as field reports, schedule updates, progress photos and E-mail correspondence
- Provide timely and cordial interaction with supporting work groups, such as accounting, client services, field services, etc.
- Complete daily, weekly and monthly documentation such as Daily logs, SWPPP reports, safety checks, tool box talks, etc.

MINIMUM QUALIFICATIONS

- A degree in Construction Management or similar or a Journeyman status in a building trade (i.e. Carpenter) AND no less than 5 years of progressive responsibility supervising construction
- 5-7 years of experience in the construction industry with a commercial and/or institutional general contractor
- A demonstrated understanding of construction means and methods associated with the construction of commercial, industrial, hospitality, and multi-storied buildings
- A working knowledge of civil, architectural, mechanical and electrical work
- The ability to effectively communicate both in the English written and spoken word
- **Excellent Computer Skills** – MS Office including Word and Excel, Email, Microsoft Project, Plangrid, Bluebeam, Acrobat and other software used in the construction industry. Working knowledge of Viewpoint is a plus
- Current safety credentials, including OSHA 30, are required
- Vertical construction experience required
- Willing to travel

CONSTRUCTION SKILLS

- Has a passion for construction, a desire and a natural instinct to build
- Understands means and methods of construction associated with the renovation of commercial buildings
- Understands the sequencing of work and the strategy of creating effective project schedules
- Understands project control and change order management

CRITICAL THINKING SKILLS

- Has strong analytical skills
- Has strong problem-solving skills that involve a bias to work within established systems and the agility to work outside of the system when necessary to get timely results
- Has a natural curiosity of technical, physical and spatial matters
- Action oriented
- Is goal oriented and can react quickly to challenging circumstances to achieve the desired end results
- Is proactive, plans well and addresses problems promptly
- Is committed to doing quality work the first time with little or no need for re-work
- Works to meet or beat schedules and is driven to bring closure to avoid long punch lists

RESULTS ORIENTED

- Works to meet deadlines and is driven to closure
- Is proactive, looks for problems that could impede progress and relentlessly takes responsibility for solving them
- Is deadline driven, punctual and respects other peoples' time
- Leadership and interpersonal skills
- Has the ability to build effective teams, to inspire others to their best and to coach and mentor
- Is aggressive, however, fair and reasonable in all dealings involving subcontractors and co-workers
- Is an effective communicator, active-listener, recognizes diverse perspectives and is capable of facilitating synergy and collaboration
- Has the ability to confront difficult situations and manages them to a successful conclusion
- Is polite, professional, self-confident, comfortable to be with and non-assuming
- Is organized and produces a paper trail that can be easily understood by a third party
- Embraces life-long learning, strives to stay current with new industry trends and practices