

SUPERINTENDENT

DIRECTLY SUPERVISES: All field personnel

RESPONSIBILITIES:

Responsible for supervision of all field operations on assigned projects. Provide overall leadership for on-site field administration, supervision, and technical management for all construction operations, including supervision of assistants, foremen, subcontractors, and other construction related personnel.

DUTIES:

- Maintain quality control
- Maintain a safe workplace
- Hold pre-task meetings with subcontractors
- Coordination of permit and inspection process
- Project set up and temporary facilities (site utilization plan)
- Field documents control
- Daily Reports
- Progress photographs
- Supervise material handling (receiving & inventory, storage, spare parts (logs))
- Subcontract coordination and conducts subcontractor meetings.
- Manage As-Built drawings (maintained weekly)
- Field purchases (submit receipts to PM within 24 hrs.)
- Client & Subcontractor relations
- Manage completion and punch lists
- Review scope of work in contracts
- Identify new work opportunities and potential projects with current clients
- Participate in writing scope of work
- Monitor change orders and report them to PM prior to execution
- Participate in Pre-Job Planning meeting
- Project scheduling and updating with 3 week look ahead
- Assist with creating baseline schedule
- Identify subcontractor manpower needs and ensure proper manpower is on site
- Identify equipment needs and maintain rental log
- Monitor project equipment usage for projects as well as maintain budgets
- Manages and verifies layout
- Manages all concrete pour logs
- Maintain tools, inventory log
- Manage budget – specifically division 1 general conditions
- Review submittals
- Participate in constructability reviews
- Develop and mentor subordinates in the company
- Schedule building department inspections (walk with building inspectors)
- Identify RFI's and coordinate answers with PM

SAFETY:

- Schedule training as required
- Maintain OSHA 30 Hours, CPR and First Aid
- Conduct daily inspections
- Schedule subcontractor safety orientation
- Set an example by following all rules
- Weekly Conduct weekly safety meetings (Toolbox Talks)
- Set up and maintain MSDS book for each project
- Zero accidents
- Manage Subcontractor onsite safety

RELATION TO OTHER POSITIONS:

Interfaces with: Project Manager
Receive direction on a project basis from Project Manager
Provide feedback to Project Manager on project status, problems, and other jobsite issues

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Background and drug screening required upon written acceptance of job offer