



Construction Superintendent Job Description

Responsibilities

1. Assist in scheduling, coordinating, and managing the daily construction activities for commercial, residential and remodeling projects
 - a. Ensure that projects are built to requirements and specifications established by construction drawings, building codes and clients
 - b. Assist team with estimates, field measures, site visits as needed
 - c. Work with Construction VP, project coordinator and clients to ensure selections are made on time
 - d. Monitor production schedules, critical paths for projects, and trade/subcontractor schedules to ensure timely project completion
 - e. Monitor project quality and cost control to safeguard profit margin
 - f. Self-performing work required on an as-needed basis; will work with Construction VP/Owner to determine tasks/schedule
2. Implement checklists for inspections, quality control and standard operating procedures
 - a. Ensure compliance with local building codes, and health and safety regulations.
3. Inspect project sites daily, or as needed
 - a. Assume overall responsibility for maintaining a clean, safe project site
 - b. Assist in scheduling municipal inspections
 - c. Compile Field Reports per project
 - d. Keep Construction VP informed of project progress
4. Communicate with customers on jobsites; answer their questions and ensure that construction meets their expectations
5. Order or coordinate with project coordinators to order materials and supplies and schedule deliveries
 - a. Notify trade contractors and material suppliers in advance to assure materials are delivered and trade contractors arrive on schedule
 - b. Receive, inspect, and verify all deliveries as needed
6. Guide and direct field employees, trade contractors and suppliers
 - a. Explain and ensure compliance of safety program to all site personnel
 - b. Explain quality control standards and supervise their implementation
 - c. Ensure projects are built to quality standards
 - d. Strive for no-defect construction
7. Consult with selections coordinator, trade contractors, and clients on plan revisions and change orders
8. Conduct project final walk-throughs with customers, coordinate punch list work
9. Develop and maintain strong, productive supplier and trade contractor relationships
 - a. Communicate company's quality and performance standards to each trade contractor and supplier
 - b. Conduct periodic work inspections to ensure those standards are met