

POSITION TITLE: SUPERINTENDENT

REPORTS TO: PROJECT MANAGER

POSITION LOCATION: Albany, New York

POSITION SUMMARY: To provide day to day on-site supervision for all phases of projects, including coordinating subcontractors, materials, and equipment, ensuring that specifications are followed, and work is on schedule and within budget.

ESSENTIAL DUTIES:

- Manage and schedule multiple (80-100) subcontractors, consultants, and vendors to ensure timely completion throughout multiple phases of projects.
- Perform quality control duties and responsibilities regarding the work being performed, hold weekly coordination meetings with contractors, and communicate with project manager on progress and RFI's.
- Coordinate required inspections, identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution and notify subcontractors if they are not in compliance with work schedule or quality.
- Maintain daily log (written) of activities on the jobsite.
- At times may be required to perform Superintendent duties at multiple job sites, simultaneously.
- Walk all units on project daily to monitor activities and assist in future planning.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion and punch list identification and completion.

SECONDARY FUNCTIONS:

- Assist in budgeting, bidding, and award of subcontracts.
- Assist in obtaining permits or approval of revisions.
- Gather project material submittals and maintain records of approvals at the job-site.
- Identify areas of work that are outside of subcontracted scope.
- Lead or assist with pre-construction meetings with subcontractors.
- Opening the jobsite at beginning of the day and securing the jobsite at the end of the day.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Minimum of three years of experience.
- Strong communication skills both oral and written, able to read and interpret written information and documents, and give and follow instructions. Ability to solve problems and to provide direction to and a resolution amongst multiple subcontractors and vendors.
- Team player that is open to others' views, gives and welcomes feedback, contributes to building a positive team spirit and build morale and group commitments to goals and objectives, puts success of team above own interests and supports everyone's efforts to succeed.
- Ability to organize and prioritize and plan work activities, use time efficiently, organize or schedule other people and their tasks, and develop realistic action plans. Adapt to frequent changes in the work environment like delays or unexpected events.

TYPICAL PHYSICAL DEMANDS: Physically lift up to 50 lbs. Endurance and ability to visit entire job site, including stairs or other elevated structures. This position involves work at a construction site where duties will be performed both indoors and outdoors. Dexterity of hands and fingers to operate a computer keyboard, mouse and other business machines. While performing the duties of this Job, the employee is regularly required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl; and use hands and arms to feel or reach. Will occasionally be required to sit.

TYPICAL WORK CONDITIONS: While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to toxic or caustic chemicals; risk of electrical shock and risk of vibration. The noise level in the work environment is usually loud.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.