

ASSISTANT SUPERINTENDENT

Summary

- Supports superintendent for field operations on commercial construction projects
- Manage small projects or specific trades on a construction project
- Supports production work in the field
- Demonstrates problem solving ability in the field
- The position will be in the field
- Reports to Superintendent and/or General Superintendent

Minimum Qualifications

- High School diploma or GED
- Demonstrate commercial project experience up to \$5 million
- Competent construction plans and specifications reading skills
- Proficient reading, writing and communication skills
- Basic math and quantity take-off skills
- Basic computer skills

Supplemental Qualifications

- Trade School Certification, Associates degree or bachelor's degree in construction related discipline
- Experience with project surveying and project layout
- Proficient with Procore & Bluebeam
- OSHA 10-Hour Certification
- LEED Accreditation

Basic Responsibilities & Duties

- Assist superintendent with supervision of field activities and logistics
 - Assist project team with site logistics, project set up and demobilization
 - Assist superintendent with production work in the field and schedule management
 - Assist superintendent with site meetings
 - Assist superintendent with self-perform activities
 - Assist superintendent with material tracking
 - Assist superintendent with pre-installation conferences and quality control inspections
 - Assist superintendent with compliance inspections
 - Assist superintendent with daily reporting updates
 - Assist superintendent with project safety and environmental management
 - Assist the project manager to maintain positive client relationships
 - Assist project team in maintaining positive relationships in the field
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