

## **POSITION: Assistant Superintendent**

**Location:** Columbus, OH

**Reports to:** Superintendent

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### **ABOUT US**

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnery family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.

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### **OUR VALUES**

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.
- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.

- **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.
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## **ESSENTIAL FUNCTIONS**

### **Project Management and Oversight**

- Assist the Superintendent in overseeing the successful completion of assigned projects.
- Assist in managing project logistics.

### **Coordination and Communication**

- Coordinate with subcontractors.
- Foster positive relationships with project stakeholders.

### **Safety and Quality Assurance**

- Ensure adherence to safety and quality standards.
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## **RESPONSIBILITIES**

### **Project Coordination and Management**

- Ensure seamless coordination of all project aspects, aligning with objectives and timelines to support project success.
- Maintain project schedules and timelines, optimizing productivity and meeting deadlines for efficient project progress.
- Facilitate accurate project documentation and reporting by maintaining records meticulously, supporting project transparency and accountability.
- Assist the Superintendent and field team members as required, contributing to a cohesive and efficient project team.
- Maintain availability and accessibility to address emergencies or critical issues as needed, ensuring timely and effective resolution.

### **Safety and Quality Assurance**

- Uphold MAC Construction's safety culture through regular site inspections and promptly addressing safety concerns to ensure a safe working environment.

- Maintain adherence to quality standards and specifications through regular inspections, ensuring project deliverables meet high-quality standards.

#### **Coordination with Subcontractors**

- Supervise and coordinate subcontractors to ensure efficient project execution, fostering strong working relationships and accountability.

#### **Client and Stakeholder Relations**

- Foster positive relationships with clients and stakeholders, representing MAC Construction with professionalism and integrity to uphold the company's reputation.
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## **SKILLS & QUALIFICATIONS**

#### **Teamwork and Collaboration**

- Ability to work collaboratively as part of a team, supporting the Superintendent and project team members to achieve project goals.

#### **Communication Skills**

- Strong verbal and written communication skills, with the ability to effectively communicate with subcontractors, project teams, and other stakeholders.

#### **Organizational Skills**

- Excellent organizational skills and attention to detail to ensure accurate documentation and thorough project coordination.

#### **Technical Proficiency**

- Proficiency in Procore, Planswift, Bluebeam, Smartsheet or Microsoft Project, MS Office Suite.
  - Fluency in reading construction plans, specifications, and related project documents.
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## **EDUCATION & EXPERIENCE**

- A High School diploma or equivalent is required, as is at least two years of experience as a Foreman or equivalent role in the construction industry.
  - Must have a solid understanding of the construction industry, job site safety requirements, planning and scheduling, building trades, sequence of work, and relevant technology.
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**PHYSICAL REQUIREMENTS**

- Complete all physical requirements of the job with or without a reasonable accommodation to perform the essential functions of this job successfully.
  - Walk, climb stairs, sit, and stand.
  - Talk and hear at normal levels.
  - See with close vision, distance vision, color vision, peripheral vision, depth perception, and can adjust focus.
  - Reach with hands and arms
  - Use hands and fingers to operate tools and other business machines.
  - Lift and/or move up to 50 lbs.
  - Travel as needed; must have reliable transportation and a valid driver's license.
  - Adhere strictly to the MAC Drug-Free Workplace Policy and pass drug screens as requested
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**COMMITMENT**

With this signature, I acknowledge that I have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that I will meet all included requirements and qualifications:

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EMPLOYEE SIGNATURE

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MAC EXEC SIGNATURE

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EMPLOYEE NAME

\_\_\_\_\_  
MAC EXEC NAME

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DATE

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DATE