

POSITION: Superintendent

Location: Columbus, OH

Reports to: Project Manager



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.

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

- Manage the successful completion of assigned projects from pre-construction to closeout in collaboration with the project manager.
- Ensure adherence to the project schedule.
- Assist with scope and schedule reviews with potential subcontractors to select the most qualified subcontractor.

Client and Stakeholder Relations

- Serve as a liaison with owners, architects, and consultants on all field and constructability issues.
- Establish and maintain positive and effective relationships with clients, project teams, consultants/architects/engineers, subcontractors, adjacent communities, trade unions, and governmental agencies.
- Professionally represent MAC Construction, Inc. and build trust and positive experiences for clients.

Safety and Quality Assurance

- Ensure MAC Construction's safety and quality standards are adhered to by assertively championing MAC's safety culture to the project team and subcontractors.
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RESPONSIBILITIES

Project Setup and Coordination

- Efficiently set up projects, managing logistics, field coordination, and schedules.
- Utilize project management and scheduling software effectively to track progress and enhance communication.
- Maintain availability and accessibility to address emergencies or critical issues as needed, ensuring timely and effective resolution.

Document Management and Compliance

- Thoroughly review and approve project documents, including shop drawings, to ensure accuracy and compliance.
- Maintain accurate project records for effective project management, including RFIs, ASIs, and as-builts.

Safety Management

- Develop and enforce site-specific emergency action plans in collaboration with the Project Manager to prioritize safety.
- Conduct regular safety audits through daily site walks and submit timely safety audit reports.

Subcontractor Supervision and Quality Control

- Supervise and coordinate subcontractors to ensure adherence to project requirements and quality standards.
- Conduct daily inspections of subcontractor work to verify quality standards and address deviations.
- Manage job site workforce production and performance to meet project milestones and quality expectations.

Inspections and Approvals

- Coordinate building and subcontractor inspections, obtaining necessary approvals and ensuring compliance.

Stakeholder Communication and Meetings

- Lead productive meetings with project stakeholders to foster communication and address issues promptly.

Team Leadership and Development

- Mentor and develop field team members.
- Provide feedback via project scorecards and manage overall team performance.

SKILLS & QUALIFICATIONS

Leadership and Team Management

- Ability to lead, motivate, and empower team members.

- Orientation towards coaching and mentoring.

Problem-Solving and Flexibility

- Strong problem-solving skills and flexible thinking.

Communication and Collaboration

- Strong, effective communicator and team player.

Technical Proficiency

- A high level of fluency in reading construction plans, specifications, and related project documents.
 - Proficiency in Procore, Planswift, Bluebeam, Smartsheet or Microsoft Project, MS Office Suite.
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EDUCATION & EXPERIENCE

- Degree in Construction Management or related field preferred.
 - At least five years of experience as a Foreman, Assistant Superintendent, 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 reasonable accommodation to perform the essential functions of this job successfully.
- Endure potential exposure to weather such as heat and/or humidity and cold.
- Endure exposure to fumes, airborne particles, dust, asphalt, and moving mechanical parts. Conditions can also include the risk of electrical shock and vibration.
 - Endure potential exposure to a loud work environment.
- Must be able to walk, climb stairs, sit, stand, and reach with hands and arms.
- Be able to talk and hear at normal levels.
- Be able to see with close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

- Travel as needed.
 - 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:

EMPLOYEE SIGNATURE

MAC EXEC SIGNATURE

EMPLOYEE NAME

MAC EXEC NAME

DATE

DATE
