



PROJECT SUPERINTENDENT

Job Summary:

Major General Contractor in the Washington, DC area commercial interior construction market seeks experienced local superintendents. Must have commercial interior experience, possess an eye for detail and quality, and be able to complete jobs on time with tight schedules, be a proactive problem solver and able to establish a positive working relationship with architects, engineers, and property managers. Candidate must provide managerial and leadership skills necessary to accomplish the work by means of subcontractors and to manage the day-to-day issues in a professional manner.

Responsibilities:

- Managing the day-to-day field activities to ensure that the project milestone dates and overall schedule completion date is met;
- Creating short-interval look-ahead project schedules that make sure that upcoming events are communicated, tracked and are being proactively attended to;
- Creating and maintaining a culture that values safety, health and cleanliness;
- Managing and coordinating the work to ensure that it is constructed in an orderly and deliberate manner that is consistent with the standard of care set forth in the contract documents :
- Verifying that all work is installed in a workmanlike manner (i.e.: plumb, level, straight, etc...);
- Obtaining all inspections and ensuring that the quality aspects of the physical work are fully documented;
- Ensuring all aspects of the project are compliant with all contract terms and legal requirements that govern the project and the community in which the project(s) takes place;
- Administering client specific programs, such as CQC, Safety, Environmental Stewardship, etc. ;
- Conducting and/or attending pre-construction, progress and other project and staff meetings;
- Conducting and/or participating in regularly held meetings involving internal staff and external stakeholders such as owners, subcontractors, etc.;
- Meeting with client representatives on a regular basis to discuss the status of projects, to proactively identify and resolve problems and to assure that the client is kept knowledgeable about the status of the work;
- Managing changes in project scope to ensure that the most recent contract documents are being used at all times to prevent avoidable rework;
- Administering contracts, subcontracts, purchase orders and other agreements to ensure that the scope, terms and conditions are consistently and proactively being met;
- Managing the punch list and project closeout process to assure timely completion;
- Maintaining daily paperwork such as timecards, field reports, schedule updates and E-mail correspondence;

Minimum Requirements:

- Minimum 10 years experience in the construction industry with a commercial and/or institutional general contractor engaged in general building and civil construction;
- A demonstrated understanding of construction means and methods associated with the renovation of commercial and institutional buildings and site-work related thereto;
- A working knowledge of civil, architectural, mechanical and electrical work;
- The ability to effectively communicate in English both verbally and in writing;
- Proficiency with spreadsheets, email and other software used in the construction industry.

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