

Position Description

Project Superintendent

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The Project Superintendent is responsible for the overall site leadership, supervision, and technical management for all construction operations. They are responsible for the planning, coordination, and execution of the work safely and efficiently while promoting and enhancing our client relationships and company image. Specific duties and tasks of the position are outlined below. Requirements include: Minimum 5 years' experience as a Commercial/Industrial Project Superintendent. Effective verbal and written communication skills, subcontractor coordination, organizational skills and a thorough knowledge of construction methods, materials, and equipment. The Project Superintendent must have hands on experience with lay-out, excavation, demolition, framing, concrete forming and pouring. Project types to include rehabilitation, new construction, and multi-prime contracts.

Typical Duties

- Attend all meeting (ie: pre-construction, progress, pre-installation, etc.)
- Monitor the project schedule to remain on-time and on-budget
- Responsible for job safety and reporting requirements
- Ordering material
- Scheduling subcontractors in the most cost effective manner
- Maintain job cost estimates and productivity
- Identify additional and/or extra work and inform the Project Manager
- Track and report job quantities
- Maintain project diary, quantities and as-builts
- Monitor and comply with EEO and Safety policies and requirements
- Perform additional assignments as assigned

Recurring Tasks

- Prepare weekly a 3 week look-ahead schedule for subcontractors and resources
- Coordinate internal resource needs with the General Superintendent
- Plan, schedule and communicate the work to be performed with each crew prior to their shift
- Accurately report labor, equipment and quantities per the accounting schedule
- Coordinate with the owner's representative all daily activities and progress
- Immediately report a change in conditions to the Project Manager and owner's representative
- Maintain a comprehensive daily project diary
- Ensure release of materials, measurement of quantities and acceptance of work
- Conduct, document and report all weekly safety meetings
- Ensure the quality of all work per the plans and specifications
- Monitor job cost and productivity with the General Superintendent and Project Manager

For employment consideration, please mail or email your resume, along with a cover letter stating your desired position to:

Emmaus Constructors
1540 Chestnut St.
Emmaus, PA 18049
Attn: Mark Emswiler

Email: memswiler@schultzorg.com



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We hire without consideration to race, religion, sex, color, national origin, age, sexual orientation, veteran status or disability.