



**Job Description:** Field Superintendent

**Summary/Objective:**

The Field Superintendent is responsible for assisting the Project Manager in all aspects of the material coordination and services process to meet contractual requirements to client satisfaction. This includes meeting or exceeding requirements in safety, inventory, budget, schedule, quality, and client satisfaction.

**Essential Functions:**

- Manage the materials activities of multiple projects in a lead role to achieve timely project completion and quality product by:
- Coordinating with Project Manager and Project Assistant to plan using the 3-day look-ahead of the construction schedule
- Coordinating staff and field employees to ensure the priority of safety and brother's keeper concept and the importance of team success
- Resolving logistics problems
- Evaluating and implementing material modifications and delivery issues
- Reporting work progress, inventory, budgets, and scheduling.
- Provide daily coordination with field personnel and jobsite supervisors to plan, organize and delegate all material coordination tasks.
- Coordinate project objectives, procedures, and performance standards within boundaries of company policy and contract specifications.
- Initiate and maintain positive liaison with owners and their representatives to facilitate project activities.
- Anticipate and resolve conflicts, focusing on total project management and assist clients in achieving expectations.
- Investigate potentially serious situations, including but not limited to safety issues, and communicate and implement corrective measures.
- Represent company in project meetings and strategy meetings as requested.
- Evaluate methods, systems, and policies and offer creative solutions and suggestions to increase productivity, quality, and safety objectives.
- Mentor, assess, develop, and wherever required reprimand project personnel with regards to performance and career development

**Qualifications**

- Experience:
  - Materials coordination experience, general construction, 15 years (Preferred)

- commercial and/or institutional project, 10 years (Required)
- Education:
  - High School Diploma (Required)
  - Some college or bachelor's degree (Preferred)

**Travel:**

Periodic travel between the office and job sites are required. The amount of time on the job site will vary based on individual project needs.

**Required Qualifications:**

- High School Diploma. Ten (10) years of experience in a general construction environment.
- Minimum of five (5) years related experience in commercial and/or institutional projects.
- Ability to read and understand construction drawings and material specification documents.
- Technical expertise in one or more construction specialties
- Proven track record of meeting safety, schedule, and cost objectives
- Working knowledge of construction and risk issues of any project and of any delivery type
- Working knowledge of human resources issues affecting employees
- Excellent written and oral communication skills
- Ability to perform typical Jobsite Supervisor and Project Coordinator duties

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Eligible to Qualify for Benefits

Schedule:

- Varies from 40 hours/week to 84 hours/week