

Job Title: Superintendent
Location: Lehigh Valley Area

Blue Rock

PRIMARY FUNCTION:

The Superintendent is responsible for scheduling and managing subcontractors for various types of commercial construction projects. Site Superintendent will be responsible for ensuring that projects are completed on time and to a high level of quality, coordinating directly with subcontractors, clients and the Blue Rock project management team.

RESPONSIBILITIES:

- Provides on-site field supervision and technical management for all construction operations, including direct supervision of Assistants, Foreman, subcontractors, and other construction related personnel.
- Ensure timely project completion through project scheduling and coordination.
- Responsible for all site activities (plan and specification adherence, quality of work, safety, and overall coordination).
- Perform and monitor all project control reporting measures including daily report and accident and incident reports (theft/fire/vandalism/accident).
- Have a working knowledge of all project plans, specifications, Owner Contract, Subcontracts, Purchase Orders, daily correspondence, RFI's, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-built documents.
- Develop and execute a plan for monitoring and completing punchlist items.
- Ensures that Safety Orientations occur for all subcontractors.
- Inspect the site and check for OSHA violations and unsafe practices and conditions.
- Prepare and maintain all required documentation and records according to State and Federal compliance as well as company procedures.
- Manage and oversee all third-party Inspections (Township, State, financing institutions, environmental, health department, etc.).
- Coordinate all third-party on-site testing (soils, concrete, steel, masonry, fireproofing, etc.).
- Conduct weekly foreman meetings.
- Maintain a clean and organized site and trailer/office.

SKILLS & ABILITIES:

- Preferred 4-year degree in Engineering or Construction Management.
- At least 5 years' experience in commercial, industrial and or retail construction management.
- Demonstrated competency in: scheduling, budget/cost control, financial reporting, client relationship, interpersonal skills, computer skills, ability to communicate, both written and oral, leadership and organizational skills.
- Ability to read, understand, and interpret contract documents, drawings, specifications, scopes of work and project schedule.
- Deadline and detail-oriented with strong negotiation skills.
- Knowledge of Maxwell Pro Contractor, Microsoft Office (preferred)