

Job Site Superintendent

LEXECO Inc. is currently looking to hire the right person for a full time Job Site Superintendent.

LEXECO Inc. is a family owned and operated highway/heavy construction company operating within 200-mile radius of Kansas City. Our work currently focuses on removal of improvements, grading, rock bases, wet utilities (storm, sanitary, water) and erosion control.

We are proud to be a union contractor since 1970 and remain committed to providing our employees a fair wage for an honest day's work. Our employees use and are trained in the latest technology for accounting, takeoff, estimating, 3D modeling and machine control.

Education/Experience

Required: High School Diploma or equivalent.

Required: Minimum of three (3) years related industry supervisory experience.

Preferred: Prior experience with State (KS or MO) and Federal construction projects.

Preferred: Basic Computer Skills

Required: Valid and current Driver's License

Responsibilities:

The Job Site Superintendent will report directly to the General Superintendent and is responsible to plan, execute and control field work in an efficient and timely manner that meets both company and customer requirements within budgeted limits.

The responsibilities of the Job Site Superintendent include, but are not limited to, the following:
Direct the daily work at the job site to meet/accomplish the assigned portion of the project in the scheduled time frame.

Ensure that project work quality follows all regulatory and customer requirements.
Report direct labor times by phase, daily.

Oversee the receipt of materials and inform the office (in writing) of the delivery of the materials as well as shortfalls, damages et. al.

Maintain daily contact with subcontractors, to schedule and coordinate site work, and review the progress to meet the schedule.

Ensure that production activity is sufficient to meet the daily, weekly or phase goals.
Monitor schedule to reflect actual and anticipated job progress/conditions to ensure appropriate manpower / materials are onsite when needed.

Assist the General Superintendent in performing new hire orientation for crew members and continually assess the skills of the employees reporting directly to this position. Perform job performance evaluations as assigned.,

Assist the Department Director and General Superintendent in ensuring that all operations safety procedures are in place and effectively working.

Immediately report and document, in writing and with photographs, all incidents and accidents on the job site, complete reports as required.

Review daily the project status with the General Superintendents and take actions as required. Complete all reports as required by the General Contractor, General Superintendents or Project Manager.

Attend and participate at project meetings and the required company meetings. Delegate responsibilities to reporting personnel that they completely and clearly understand their tasks and roles.

Meet the appropriate company policies as described in the Employee Manual. Maintain a complete written history in a daily diary of the project. The diary should include work performed, materials received, labor & equipment used, directions received from owners, architects, engineers, and inspectors.

Perform other duties as necessary or as required to ensure the financial success of all projects, or as requested by the General Superintendent.

We always have room in our workforce for people who are committed to quality, safety, and productivity. If you have a strong work ethic, are mechanically oriented, and believe any job worth doing is worth doing right? Well, we'd like to talk to you. We are an Equal Opportunity Employer and encourage all minorities and females to apply.