



PROJECT SUPERINTENDENT JOB DESCRIPTION

JOB TITLE: COMMERCIAL PROJECT SUPERINTENDENT
REPORTS TO: JEREMY ADDINGTON, PRESIDENT
SALARY / HOURLY: INQUIRE WITHIN
PAYROLL STATUS: EXEMPT

CONSTRUCTION SUPERINTENDENT JOB RESPONSIBILITIES:

Includes, but is not limited to: The Superintendent coordinates all site construction activities and supervises all field personnel as required to successfully complete the project on schedule and within budget. This includes maintaining the highest quality, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities. Maintains the job site office and closes out projects.

CONSTRUCTION SUPERINTENDENT CORE RESPONSIBILITIES:

- Coordinates and supervises all construction activities.
- Directs all field personnel to achieve completion of the project on schedule, within budget, with quality workmanship that conforms to original plans and specifications.
- Maintains construction schedule, identifies and solves problems.
- Orders materials and schedules inspections as necessary throughout the process.
- Understands the project plans and specifications.
- Maintains positive relationships with customers, subcontractors, suppliers and other employees.
- Prepares, schedules and supervises completion of a final punch list.
- Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately.
- Ensures all company employees and contractors are adhering to the company safety policy.
- Maintains an organized job site, including the construction office.
- Maintain daily log of activities and site conditions in Foundation Soft.
- Ensure accurate daily documentation of work orders/tickets and understand subcontractor scope of work to avoid unnecessary change orders.
- Understands ADA Requirements.

CORE COMPETENCIES:

- Organization: Utilizes strong organizational skills.
- Communication: Displays strong written and oral communication skills and employs effective listening skills.
- Problem Solving: Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs.
- Interpersonal Skills: Tactful and mature demeanor with well developed interpersonal skills including the ability to work well with diverse personalities.

J. ADDINGTON GENERAL CONTRACTORS, INC. PO BOX 1268, POST FALLS, ID 83877
PHONE: 208-765-5000 FAX: 208-765-5002



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CONSTRUCTION SUPERINTENDENT SKILLS AND QUALIFICATIONS:

- Two or Four-Year College Degree in Construction Management preferred, but not mandatory or a minimum of 10 years of successful experience as a Superintendent.
- Strong work ethic.
- Ability to read blueprints.
- Working knowledge of Foundation Soft ERP, Microsoft Excel, Microsoft Word, and Internet
- Strong attention to detail
- Strong competency with computer and software programs.
- Strong keyboard / typing skills.

PHYSICAL DEMANDS INCLUDE BUT ARE NOT LIMITED TO:

- Stand: Remaining on one's feet in an upright position at a workstation without moving about.
- Walking: Moving about on foot.
- Lifting: 10 - 100 lbs.
- Carrying: Transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Pushing: Exerting force upon an object so that the object moves away from the force.
- Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet and legs or hands and arms. Body agility is emphasized.
- Stooping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- Fingering: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 7:00AM - 3:30PM with a one-half hour lunch. Extended hours as needed.

Employee Acknowledgement:

Employee Signature

Date

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