

Commercial Construction Superintendent

Job Details

Level: Management
Job Location: Mesa, AZ

Position Type: Full Time
Education Level: High School

Job Shift: Day
Job Category: Construction

COMPANY OVERVIEW

A5 Construction LLC is one leading commercial general contractor specializing in corporate interiors, building renovations, tenant improvements, and new construction.

Our company was founded and adheres to a strict set of principles and moral code. We operate with integrity, accountability and discipline. We strive on quality and dependability.

Our Mission

To enhance the quality of the construction experience for our customers through exceptional communication and unmatched service.

Our Vision

To be the clear choice for commercial construction services in the markets we serve!

GENERAL SUMMARY OF ROLE

Superintendents will provide overall responsibility and authority as required to complete assigned projects on time, under budget, to the complete satisfaction of the Clients and in accordance with project drawings, specifications, and other contract documents. It is the Superintendent's responsibility to maintain the philosophies of A5 Construction accordance with policies and procedures.

KEY RESPONSIBILITIES

Project Procurement:

- Request/receive other needed information for bidding/project administration such as Building Rules, etc.
- Assist Project Managers/Estimator by visiting the job site and identification of potential problems and conditions that may impact execution of the potential project
- Attend pre-bid meetings or project presentations (interviews) as required
- As necessary, assist Project Managers in delivery of bid proposals

Project Administration:

- Keep Daily Log – documenting work force efforts, safety, rule compliance or other important information such as weather conditions, etc.
- Assist Project Manager in development and maintenance of the Project Schedule. Provide schedule concerns at Internal Kick-Off Meeting
- Hold Foreman's Meeting and produce 3-Week Look-Ahead Schedule
- Coordinate/hold Coordination meetings between subs where needed
- Assist Project Manager in value engineering to meet Client's goals
- Meet with Project Coordinator and Project Manager to finalize submittal/shop drawing process and help to obtain delivery dates from the subs

Project Execution:

- Assist Project Manager in obtaining, updating, proposing and/or initiating project documentation including:
 - Drawing distribution
 - Project Information Sheet (PIS)
 - Project Schedule
 - Lead materials list

- RFI's, RFP's and related logs
- Building permit
- Special inspection requirements (by City, State, Engineers, Architects, Labs, OSHA, Storm Compliance Officers, etc.)
- Job Cost Updates
- Submittal/Shop Drawing review and related management
- Job site office set up:
 - Coordinate installation of telephone, fax and internet connections.
 - Set up computer and fax machine
 - Move and set up furniture
 - Coordinate and set up off-site facilities/utilities, if applicable
 - Define and establish security, protection and safety requirements

Project Mobilization:

- Utilize Red Binder/Walk Pre-punch and document defects PRIOR to starting Project. Provide copies to PM, Landlord
- Define temporary protection requirements
- Establish and distribute appropriate policies and procedures, building rules and regulations, etc.
- Assess safety concerns and address specific safety issues
- Confirm and establish project objectives
- Locate emergency shut-off requirements
- Establish site access and storage requirements
- Define interim life safety requirements
- Locate dumpster where directed
- Assist in preparing and routing RFI's and secure RFI responses
- Assist in updating weekly project reports including: RFI Log, Project Schedule, Meeting Minutes
- Safety Meeting Minutes (turn in "Toolbox" Sign-in Sheet)
- Maintain Daily Project Reports/Log
- Maintain Project Safety Folder
- Manage project housekeeping
- Assure contractual compliance. Execute the Work, ensure proper manpower required, etc.
- Secure inspections and approvals. Ensure compliance with local codes, Storm Compliance, etc.
- Obtain Certificate of Occupancy or Compliance and deliver to Project Manager
- Comply with Special Requirements – not typical to OSC (for example: special forms, etc.)
- Prepare preliminary punch list ("Pre-Punch") and assure quality-control
- Prepare Punch List with Architect and expedite completion of punch items. (Assure attendance at Punch walk-thru by all parties necessary to have one Punch List only)
- Assist in expediting Close Out Documentation, "As Built" drawings, Owner's Manuals, Lien Releases, Warranties, C of O (or C of C), etc. and deliver to Client signifying project completion
- Archive field-related job files

Profit Accountability:

- Contribute directly to OSC profits by completing projects on-time and under budget
- Reduce marketing costs by nurturing repeat clients
- Maintain a healthy relationship with Subcontractors and Vendors
- Maintain a healthy relationship with Clients
- Maintain a healthy relationship with OSC employees
- Reduce personnel, General and Administrative costs by the accurate and timely completion of work

Skills/Qualification

- Recent experience with General Contractor is preferred

- Excellent written and verbal communications skills, including ability to present complex information in a clear and concise manner
- MS Office experience (Outlook, MS Project and MS Excel)
- Ability to organize necessary resources, including people, tools and time to meet tight deadlines and achieve desired results
- Working knowledge of current market conditions including pricing conventions and trends
- Proficiency with TDSHS construction inspections and regulations, infection control requirement and facility utility shut-down requirements for medical related projects is a plus.
- OSHA 30 certification is a plus

EDUCATION REQUIREMENTS

- Relevant industry experience is required
- College Degree (Architect, Construction, or Engineering) is a plus