

Job Description: Superintendent

Location: San Antonio, TX

Full-time, non-exempt, \$70,000 - \$85,000/year

**Position Overview:** Addison Prime's Superintendent is a critical role in commercial renovation project management, responsible for overseeing all on-site activities, ensuring work is completed on time, within budget, and to high-quality standards. This position involves coordination, leadership, problem-solving, and efficient resource management to ensure the successful execution of commercial renovation projects.

**Key Responsibilities:**

**1. Project Oversight:**

- Manage and oversee all aspects of commercial renovation projects from start to finish.
- Ensure that projects are completed on time and within budget while adhering to quality and safety standards.
- Review and understand project plans, specifications, and contract documents.

**2. Site Management:**

- Supervise and coordinate daily activities on the construction site, including scheduling, subcontractor management, procurement of materials/equipment and deliveries.
- Works closely with project managers, clients, subcontractors and others to identify and determine solutions related to issues in design and specifications.
- Conduct regular site inspections to monitor progress, quality, and safety compliance.

**3. Team Leadership:**

- Provide leadership to the construction team, including subcontractors and laborers.
- Delegate tasks and responsibilities to ensure efficient workflow.
- Foster a collaborative and positive work environment.

#### **4. Budget and Resource Management:**

- Assist Project Manager in monitoring project budgets and costs, ensuring adherence to financial plans.
- Efficiently allocate and manage resources, including labor, materials, and equipment.
- Address any cost overruns or budget variances promptly.

#### **5. Quality Control:**

- Implement and maintain strict quality control measures to ensure work meets project specifications.
- Identify and address any construction defects or deviations from plans.
- Collaborate with quality control and subcontractor teams to maintain high project standards.

#### **6. Safety Compliance:**

- Work closely with Addison Prime's Safety Lead to implement the company's safety program.
- Conduct safety meetings, trainings, and audits to ensure a safe working environment.
- Investigate and report incidents and implement corrective actions.

#### **7. Client and Stakeholder Communication:**

- Serve as the primary point of contact between the construction team and project stakeholders, including clients, architects, engineers, project managers and inspectors.
- Work with the Project Manager to provide regular project updates and address any concerns or questions.

#### **8. Documentation and Reporting:**

- Maintain accurate and up-to-date records of project activities, including daily logs, progress reports, and change orders.
- Prepare and submit necessary documentation for permits, inspections, and regulatory compliance.

**Qualifications and Requirements:**

- Associate Degree or equivalent from a technical training program
- 1-3 years as a Construction Superintendent or similar role
- Strong knowledge of construction processes, safety standards, and regulations
- Excellent leadership, communication, and interpersonal skills
- Experience with general office software and tools
- Problem-solving ability and adaptability to handle unexpected challenges
- Familiarity with building codes and regulations
- Valid driver's license and reliable transportation
- OSHA certification is preferred however Addison Prime will provide opportunity to successful candidate to earn OSHA certification
- Work schedule is generally Monday - Friday 8 am to 5 pm. There will be some evening and/or weekend work depending on the project needs.
- Health plan available for full-time employees.

Please submit your resume to [yvonne.addison@addisonprime.com](mailto:yvonne.addison@addisonprime.com)

Job opening closes 10/13/2023