

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 site activities 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 safe, 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:

- Maintain professional, open communication 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
- 3+ years as a Superintendent for commercial construction projects
- Strong knowledge of construction processes, safety standards, and regulations
- Experience with ProCore® preferred but not required
- Excellent leadership, communication, and interpersonal skills
- Experience with general office software and laptop/tablet; experience with AI capabilities
- Problem-solving ability and adaptability to handle unexpected challenges
- Familiarity with building codes and regulations
- Valid driver's license and reliable transportation
- OSHA 30 Construction certification is preferred however Addison Prime will provide opportunity for successful candidate to earn 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.
- Annual PPE allowance
- Health plan available for full-time employees

Please submit your resume to yvonne.addison@addisonprime.com

Job opening closes 11/14/2025