



## **Construction Project Superintendent**

*Location: Lubbock, Texas/West Texas Region*

### **Job Description**

The superintendent will oversee the operations of a construction site, from project start to completion. The superintendent is responsible for site supervision, job management, quality control, and job-site safety. Duties and responsibilities include:

- Lead and manage day-to-day job site activities to ensure that scheduled completion date is met.
- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Conduct daily inspections of the project to ensure that subcontractors are fully executing and complying with contracted scope of work.
- Walk project often daily to monitor activities and assist in future planning.
- Perform quality control duties and responsibilities regarding the work being performed.
- Ensure that all quality and safety standards are met, and the job site is always kept in a clean and organized manner.
- Generate weekly and full duration project schedule with Project Manager.
- Review estimates, notes, design, and status of project.
- Coordinate tasks and personnel with subcontractors daily.
- Preside over weekly subcontractor meetings designed to coordinate work.
- Attend and/or conduct regularly held meetings with team members, customers, suppliers, and/or subcontractors.
- Conduct safety meetings on a regular basis, and when each new trade begins work on a new project location.
- Maintain a daily written log of activities on the jobsite.
- Communicate with project team regarding RFI's and Material Submittals.
- Identify conflicts in construction progress and communicate them to project team for solution.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Issue notices of non-compliance to subcontractors regarding quality of work or scheduling.
- Ensure subcontractor has corrected all deficiencies identified by project team.
- Coordinate required inspections with local jurisdictions.
- Perform job progress and completion punch list identification and completion.
- Complete OSHA training course and maintain certification.

### **Qualifications**

- High School Diploma or GED required
- 2+ years of project leadership experience preferred
- Commercial construction experience required
- Ability to travel to project location
- Computer Skills required, proficiency in Microsoft Office Suite
- Bluebeam experience a plus
- Procore experience a plus
- On-site project leadership skills
- Construction Skills
- Strong communication skills, both written and verbal

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