



## A Green World Construction Co Inc

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### SUPERINTENDENT:

#### Responsible for:

1. Meeting schedules, Controlling costs, Safety, Quality, Equipment
2. Continuous hands-on field supervision of all production operations
  - a. Daily reporting
  - b. Overseeing workers, trade partners and other construction-related personnel,
  - c. directing team in the planning, scheduling, and execution of work on time and within budget,
  - d. Assurance of high standards of workmanship.
3. The Construction Superintendent shall attain or exceed profit goals and promote the workplace safety while meeting or exceeding the client's expectations and promoting a positive company image.
4. Superintendent shall have three to five years of experience as a superintendent in construction.
5. He/she must be effective in oral and written skills,
6. Must have good time management skills, and
7. Must practice professional speech and behavior.

#### JOB TASKS:

1. Work in partnership with project manager to identify and address issues of constructability or lack of scope during preconstruction phase
2. Participate in development and final review of scope and schedule
3. Research, review and address any owner, city/state requirement or procedure to avoid project delays, ensure safety, and/or ensure client satisfaction
4. Develop comprehensive understanding of project strategy and commitments including scheduling, logistics, phasing, milestones, and inspections
5. Oversee all daily field operations to ensure proper site safety, construction, progress, quality control and a clean site
6. Work in partnership with PM to maintain an updated and accurate project schedule that reflects the changes in project status and that meets the cost and time requirements of the project
7. Exceed client expectations for each project by understanding client needs, wants, preferences and culture
8. Demonstrate and maintain effective and open dialogue with the project team regarding changes in work, job conditions, subcontractor relations and any deviation in the direction of the project
9. Promote positive subcontractor relations by dealing professionally and fairly with all subcontractors and vendors.
10. Maintain and review punch list process to ensure all are addressed and executed in a timely manner.

#### JOB REQUIREMENTS

1. Able to read construction plans, understand the general procurement processes, and work with outside vendors/contractors
2. Proven track record of meeting deadline.
3. Extensive knowledge of safety procedures and regulations
4. Experience managing, training and developing people