

SUMMARY:

The Assistant Superintendent is responsible for supporting senior project staff including the General Superintendent on all project-related field activities to deliver projects on time and within budget parameters. A successful Assistant Superintendent communicates openly and honestly; works diligently toward building long-lasting, non-adversarial, relationships with all internal and external customers and can develop a spirit of cooperation and mutual respect with all Project stakeholders, by adhering to Company's Mission Statement and Guiding Principles.

The current critical tasks of this position are described below; however, they may be subject to change at any time to facilitate departmental growth or to provide career advancement opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

KEY RESPONSIBILITIES:

- Work to establish and maintain effective and harmonious working relationships of the on-site staff and to promote a positive project morale.
- Thorough knowledge and understanding of the General Contract, each Subcontract, the contract drawings, specifications and addenda. Will assist the General Superintendent in the development of the on-site procedures.
- Examine the contract drawings, specifications and addenda for design deficiencies, impractical details and possible code violations, and bring these to the attention of the General Superintendent.
- Work with the Project Team and Scheduling Consultant to develop and refine the Project Schedule, and keep the schedules properly updated, and assure that the job meets required milestones.
- Create, plan and consistently review the Construction Program with the Project Team including quality control procedures, safety and security practices, field office location and layout, temporary utilities, staging areas, equipment and manpower.
- Establish and maintain all dimensional controls for the project - to include the use of third party survey and layout personnel when appropriate.
- Verify that all work is installed in a workmanlike manner (plumb, level, straight, etc.).
- Coordinate, direct, monitor, and inspect the activities of the Subcontractors and Suppliers with the assistance of APCB field staff.
- Verify that each Subcontractor has completed his contractual requirements as condition precedent to beginning his work at the jobsite. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and a Safety Program.
- Work collaboratively with the inspection agencies and assure remedial actions are taken when indicated by the reports of these agencies.
- Organize and host (with the General Superintendent) weekly coordination meetings and monthly safety meetings with the subcontractors and issue typewritten minutes to the Project Manager as a result thereof.
- Receive and review the Subcontractors' Daily Reports of work done and labor and material employed.
- Review and approve all as-built drawings on a bi-weekly basis.
- Work with the Project Manager to review and approve the Subcontractors' monthly requests for payment.
- Review and approve all time and material work vouchers and invoices.
- Maintain good relations and open communication with all parties involved in the project including the owner, design team, authority having jurisdiction, the public, etc.
- Manage the punch list and project closeout process to assure timely completion.
- Maintain daily project documentation such as timecards, field reports, schedule updates and E-mail correspondence.

- Ensure all subcontractors enforce their safety programs including holding weekly toolbox safety meetings. Refer to and adhere to all OSHA regulations.

EDUCATION/EXPERIENCE:

- Ability to read and interpret various construction and business-related documents including blueprints, bid comparisons, shop drawings, contracts, invoices, reports and pay requisitions.
- Effective use of Microsoft Office, Email, Procore and Smartsheet (or other basic scheduling template).
- Minimum 2-5 years of experience in commercial construction; multifamily/affordable housing experience a plus.
- Bachelor's Degree or technical training in Construction Management a plus.
- Solid verbal/written English language skills and the capability to write routine reports and correspondence. Verbal Spanish language skills a plus.

PHYSICAL DEMANDS, CERTIFICATIONS, LICENSES:

- Capacity to work in a jobsite office at project work sites in various stages of completion; traversing over construction type terrain when under development; moving through the construction site and the materials in place for use on the site; climbing ladders and temporary stairways; conduct visual inspections for quality of construction and materials being used in construction.
- Valid State of Florida driver's license. Additional certifications including OSHA 30, LEED AP or LEED training, CPR/AED, etc., is a plus.