

## SUPERINTENDENT

**REPORTS TO:** Project Manager

**SUPERVISES:** Craft Professionals and Subcontractors

**PRIMARY FUNCTION:**

Provide overall on-site administration and technical management for his/her assigned projects for timely and profitable completion in a professional manner, thus insuring the goals of the Owner, the Design Team and Willow Construction are met.

**TYPICAL DUTIES:**

1. Responsible for the overall safety of the project.
2. Responsible for the quality of work.
3. Communicate effectively with owners, architects and other project team members.
4. Supervise, direct and motivate subordinates.
5. Supervise total construction effort to ensure project is constructed in accordance with design, budget, quality, and schedule. Includes interfacing with client representatives, A/E representatives, other contractors, etc.
6. Implement quality control and safety programs in concert with the Project Manager.
7. Plan, coordinate and supervise on-site functions (scheduling, engineering, material control).
8. Provide technical assistance, i.e., interpretation of drawings, recommend construction methods and equipment, etc. as required.
9. Assist project manager in developing and implementing project procedures, working documents, standards, purchase requisition, field design change requests, etc.

10. Assume responsibility for productivity of crafts, efficient use of materials and equipment, and contractual performance of the project.
11. Review estimate, schedule and documents with the Willow Construction team prior to the start of construction.
12. Maintain a detailed two week look ahead schedule that meets the overall project schedule.
13. Attend jobsite progress meetings, and provide input on schedule, quality and safety.
14. Coordinate all permit inspections for Willow Construction work including Fire Marshall Inspection and obtain copies of all subcontractor Inspection documents.
15. Interface with Owner and Architect during jobsite visits.
16. Assist in field training of Assistant Superintendent and Willow craft professionals as required.
17. Maintain the field record keeping, including daily reports, and record drawings.
18. Insure Willow Construction is represented on-site during all work.
19. Perform layout of work from established benchmarks and baselines. This includes walls, doors and windows, for Willow Construction work as well as assistance with subcontractor layout.
20. Investigate and report all jobsite accidents.
21. Monitor and enforce Willow Construction substance abuse program.
22. Secure project from theft, fire and weather damage.
23. Perform additional assignments per supervisor's direction.

**How to Apply:** To be considered for this position, please send your resume to [joinourteam@willowconstruction.com](mailto:joinourteam@willowconstruction.com).