

**JOB TITLE:** Construction – Assistant Superintendent

**DEPARTMENT:** Construction

**DIVISION:** Central

**FLSA:** Exempt

**DATE OF REVISION:** 3/14/16

### **1. PRIMARY FUNCTION**

- Assist the Superintendent by overseeing the in-the-field construction process. Coordinate subcontractor work in all areas, including framing, roofing, concrete, sheetrock, HVAC, electrical, plumbing, masonry/plaster and landscape as assigned by the Superintendent.

### **2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare punch lists and ensure that each item on list is completed satisfactorily prior to inspection.
- Assess the status of construction to determine the order in which to complete the project.
- Prepare minutes of safety/production meetings as assigned by supervisor.
- Schedule third party and city inspections, as assigned by supervisor.
- Inspect subcontractors' work in for compliance with Quality Control and ADA/FHA checklists.
- Assist Superintendent and Project Manager in maintaining and enforcing company's safety policies.

### **3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lock up and close down the job site.
- Sign in new building materials.
- Assist in the resolution of on-site subcontractor issues.
- It must be understood that these are minimal duties and other duties will be assigned by the supervisor.

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

**4. KNOWLEDGE AND EXPERIENCE REQUIRED****A. EDUCATION:**

- High school diploma or equivalent. Bachelor's degree in construction or related field is preferred.

**B. LICENSES OR CERTIFICATIONS REQUIRED:**

None

**C. RELATED WORK EXPERIENCE:**

- |                          |                    |                                     |                  |
|--------------------------|--------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | None               | <input checked="" type="checkbox"/> | 4 - 6 years      |
| <input type="checkbox"/> | 6 months to 1 year | <input type="checkbox"/>            | 7 - 9 years      |
| <input type="checkbox"/> | 1 - 3 years        | <input type="checkbox"/>            | 10 or more years |

**Describe the nature of the prior experience:**

- Minimum of five years of construction experience with at least three years multi-family construction experience required.

**D. OTHER CONSIDERATIONS:**

- Must be familiar with multi-family construction procedures. Must have excellent written and verbal communication skills. Must have good working knowledge of construction scheduling practices. Must be PC proficient.

**APPROVALS:**

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TEAM LEADER

\_\_\_\_\_

DATE

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HUMAN RESOURCES

\_\_\_\_\_

DATE

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