

**JOB TITLE:** Construction – Superintendent I**DEPARTMENT:** Construction**DIVISION:** Central**FLSA:** Exempt**DATE OF REVISION:** 12/15/2015**1. PRIMARY FUNCTION**

Oversee everyday affairs of jobsite. Responsible for maintaining project schedule and overall quality. Supervision of all on-site project personnel. Ensure project compliance with all building codes and governing authorities' requirements.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensure that all project goals are met.
- Monitor quality of workmanship and materials on project.
- Schedule with Superintendent II, all vendor's deliveries and the work of subcontractors.
- Maintain weekly status reports & Schedules on project for supervisory review.
- Prepare RFI's and maintain RFI log.
- Supervise and delegate work to the positions of Superintendent II, Assistant Superintendent, Field Engineer, Punch Carpenters and Laborers.
- Leads effort to promote safety on the project and monitor subcontractor's work as to compliance with the comprehensive project safety program.
- Manage all administrative functions of the project.
- Prepare and maintain all documents required for project close-out.

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

- Assist in local permitting process.
- Ensure that all training requirements are met for field staff (JPI Procedures & Safety).
- Assist Project manager with processing of submittals to construction and development departments.
- Other duties as assigned by the Project Manager.

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

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

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.

B. LICENSES OR CERTIFICATIONS REQUIRED:  
None

C. RELATED WORK EXPERIENCE:

None

6 months to 1 year

1 - 3 years

4 - 6 years

7 - 9 years

10 or more years

**Describe the nature of the prior experience** (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- Minimum of six years of construction experience with at least three years of supervisory experience. A minimum of three years multi-family construction experience required.

D. OTHER CONSIDERATIONS (communications, interpersonal skills, etc.):

- Must be familiar with multi-family construction procedures. Must have good knowledge of construction building codes. Must have excellent written and verbal communication skills. Must have good working knowledge of construction scheduling practices. Must demonstrate managerial skills appropriate with this position. Must be PC proficient.

#### APPROVALS:

\_\_\_\_\_  
TEAM LEADER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

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