

JOB TITLE: Construction – Superintendent II

DEPARTMENT: Construction

DIVISION: Central

FLSA: Exempt

DATE OF REVISION: 03/31/2016

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

- Ensure that all project goals are met.
- Monitor quality of workmanship and materials on project.
- Schedule with Superintendent, all vendor's deliveries and the work of subcontractors.
- Coordinate subcontractor submittals to construction and development departments.
- Conduct Subcontractor weekly safety and production meetings
- Prepare and log RFI's.
- Supervise and delegate work to the positions of Assistant Superintendent, Punch Carpenters and Laborers.
- Promote safety on the projects and monitor subcontractor's work as to compliance with the comprehensive project safety program.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.

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

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.

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 (*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 6 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 be PC proficient.

APPROVALS:

 TEAM LEADER

 DATE

 HUMAN RESOURCES

 DATE

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