

SUPERINTENDENT II

Job Description

Overview: The **Superintendent II** supports the Project Manager and General Superintendent to ensure that company policies and procedures are followed in the field in regard to safety, scheduling, budget, quality and customer satisfaction. The Superintendent may be the lead superintendent on small projects or be responsible for a specific area of a larger project.

Responsibilities

- Direct the day-to-day coordination of Gilbane's trade contractors and their sub-contractors to ensure they turn out high-quality work that meets the approved project schedule
- Develop, document and communicate the work plan regarding changes made in the field
- Maintain a thorough understanding of contract documents to be able to plan ahead and anticipate potential problems before they arise
- Obtain or verify that the subcontractors obtain all necessary permits for construction purposes
- Act as primary safety representative in the field and enforce quality control policies
- Establish credibility among owners, trade contractors, unions etc. by maintaining a fair and trustworthy environment
- Lead contractor meetings on a regular basis
- Maintain daily reports and documentation using Procore
- Create, manage and update the project schedule, create and implement contingency plans when necessary
- Communicate schedule status, updates and changes to Project Team and Trade Contractors
- Plan, coordinate and manage jobsite logistics
- Oversee project quality plan and implement necessary changes
- Resolve jurisdictional disputes

Qualifications

KEY COMPETENCIES

- **Communicate Effectively** - Listen to understand and clearly convey information in all forms based on the audience to ensure shared meaning of the message
- **Act Inclusively** - Ensure that actions and behaviors are respectful; show empathy and treat others with dignity. Leverage capabilities and insights of individuals with diverse perspectives, abilities and motivation.
- **Solve Problems** - Identify, prioritize and implement alternatives for a solution.
- **Demonstrate Agility/ Adaptability** - Maintain effectiveness and adjust to change by exploring the rationale, trying new approaches, and collaborating with others to make the change successful. Create an atmosphere of open-mindedness to change.
- **Drive for Results** - Show passion and commitment while delivering on business outcomes. Create a sense of individual ownership and accountability.
- **Champion Innovation** - Identify opportunities for new and improved ways of doing things that result in value added, unique and differentiated solutions.

Experience/Education

- BS or MS degree in Engineering or Construction Management
- 3+ years experience on \$5-15 million commercial or industrial construction project
- Or equivalent combination of education and experience

Knowledge, Skills & Abilities

- Strong technical and communication skills
- Excellent organizational skills

- Excellent problem solving skills and ability to adapt to changing needs
- Ability to work in a team environment
- Proficient in Microsoft Office, Procore
- Construction-document and drawing literate, with knowledge of all phases of construction
- Experience and proficiency in all divisions of work, methods, materials, scheduling and cost control
- OSHA 30 hour certified