

SUPERINTENDENT III

Job Description

Overview: The **Superintendent III** is responsible for the overall field work on a project, ensuring that company policies and procedures are met in regard to safety, scheduling, budget, quality and customer satisfaction.

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
- 5- 10 years experience on \$15 million or larger 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

- Ability to collaborate on a daily basis with the project team
- Proficient in Microsoft Office
- Knowledge of Procore, Primavera Scheduling, CMIC preferred
- 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
- Strong knowledge and appreciation of construction safety processes and ability to enforce the project safety plan
- Ability to create an environment where “safety first” is the culture and all trades people work with an incident and injury free attitude
- OSHA 30 hour certified