

Title: Temporary/Contract Asst Superintendent (approx. four-month assignment with the potential temp-to-hire)

Reports to: General/Lead Superintendent

Loeffler Core Values

Loeffler Construction & Consulting was founded on the idea that we are “Integrity Built.” Integrity Built means always doing the right thing for our clients, our staff and our community. This extends to our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

Summary of Position

This temporary position is primarily responsible for assisting the lead superintendent on two projects. This position is required to successfully complete construction projects safely, on-time, and within budget while maintaining the highest quality and owner satisfaction by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities include the following. Other duties may be assigned.

- Work with the Lead Superintendent assigned to the project as required
- Work with the Project Manager to obtain all necessary permits and licenses
- Coordinate and schedule tasks and subcontractors on the jobsite
- Assist in the supervision of trade workers
- Ensure a safe working environment on the jobsite and in the office through participation in safety training and onsite ‘Toolbox Talks’
- Assist in the management and execute the Loeffler safety plan
- Assist in the management of the quality of materials and workmanship
- Review shop drawings and submittals to ensure proper coordination of the work
- Make sure all products are installed per the manufacturer’s recommendations
- Update and maintain the construction schedule with the Project Manager
- Assist in the preparation of the three-week look ahead schedules
- Works directly with management and design professionals to resolve construction related issues on site
- Maintains daily logs on the computer and complete typical site documentation
- Study job specifications to determine appropriate construction methods
- Requisition supplies and materials to complete construction projects
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site
- Achieve or exceed planned productivity
- Assist with construction jobsite /office administrative duties
- Maintain project record set of drawings
- Prepare Agendas and run Subcontractor Pre-Installation Meetings. Accurately document meeting discussions and distribute in Meeting Minutes
- Familiarize yourself with Owner’s Contract regarding provisions in respect to retainage, reimbursable provisions, savings clauses, etc.
- Plan, manage, coordinate, and supervise the construction process ensuring final acceptance in a timely fashion and within budget
- Effectively pre-punch projects prior to architect’s punch list and complete all work in a timely manner
- Assume leadership for Punch List and Project Close-Out

Education & Experience

Requires a high school diploma. Completing trade school, or an apprenticeship program a plus. College coursework preferred. Ability to perform surveying or back checking of layout with a total station or a theodolite a plus.

Certificates, Licenses, Registrations, Transportation Requirements

- A valid driver's license and acceptable driving history is required.
- Must have own reliable transportation for use during work hours.
- OSHA 30 Hour Certification.
- Prefer LEED AP or equivalent.
- Prefer First Aid/CPR/AED Certification.
- Prefer SWPPP Certification.

Skills, Abilities and Qualifications

- Excellent interpersonal communication skills, attention to details, and organizational skills
- Working knowledge of Procore is desirable.
- Advanced knowledge of Microsoft Office Suite.
- Self-starter with strong multi-tasking and follow-up skills.
- Ability to oversee multiple projects.
- Strong ability to read, analyze and interpret plans and specifications.
- Good judgment, logic, and ability to learn new things quickly.
- Ability to pass a criminal background check.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is regularly required to stand and walk.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Loeffler Construction & Consulting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.