

**Title:** Superintendent

**Reports to:** General 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 position is primarily responsible for coordinating construction activities and supervising all field personnel as 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 Project Manager assigned to the project as required
- Ensure all necessary permits and licenses are procured
- Coordinate and schedule tasks and subcontractors on the jobsite
- Direct and supervise trade workers
- Ensure a safe working environment on the jobsite and in the office through participation in safety training and onsite ‘Toolbox Talks’
- Manage and execute the Loeffler safety plan
- Manage 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
- Prepare three-week look ahead schedules
- Implement company policies, industry standards, applicable building codes, OSHA safety guidelines, and applicable manufacturer's recommendations to execute the construction in accordance with the design documents
- Facilitates weekly subcontractor meetings to ensure proper planning, scheduling, quality control, and safety
- 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 of 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.

### **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 including Microsoft Project
- Self-starter with strong multi-tasking and follow-up skills
- Ability to perform surveying or back checking of layout with a total station or a theodolite a plus
- 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.