



Position: **Project Superintendent**  
Status: **Full-Time Position**  
Educational Experience: **High school diploma, Local Carpenter's Union**

## **Position Summary**

Direct all field construction activities and personnel on an assigned project to ensure that the budget, schedule and safety objectives for the assigned area are met. The Project Superintendent is to work closely with the Project Manager, Subcontractors, Suppliers, Pearce Field Labor, City Building Officials and Project Consultants in running construction projects.

## **Responsibilities/Functions**

- Supervise work activities of construction crew members in their day-to-day activities.
- Ensure compliance with the Company's Safety Policies and Procedures.
- Ensure crews have tools, materials, and instruction to complete tasks.
- Preplan schedule, manpower, and equipment needs on a daily, weekly and monthly basis with the Project Management Team.
- Understand and utilize the Contract Drawings and Specifications.
- Plans and supervises all activities including determining method of construction, sequencing, manpower levels, material quantities, equipment and work schedule.
- Manages the day-to-day activities of the construction operation.
- In conjunction with the Project Manager, creates and maintains project schedule; plans, monitors and reviews critical path dates and milestone schedules.
- Communicates site problems, conflicts, schedule and quality issues effectively to the Project Manager.
- Monitors subcontractor compliance with project safety program requirements; ensures that weekly safety inspections and tool box talks are completed; ensures that corrective measures are implemented.
- Assists the Safety Department in performing incident and/or accident investigations and follow-up.
- Understands all subcontractors' scopes; assures subcontractors maintain schedules, and quality standards meet contract requirements.
- Assists the Project Manager with subcontractor disputes, quality control and schedule coordination.
- Works with the Project Manager to ensure work complies with drawings and specifications. Essential Skills and Experience
- A minimum of five years experience on commercial construction projects in a General Foreman or Craft Superintendent position.

- Ability to read and interpret construction documents, plans and specifications.
- Effective communication and organizational skills.
- High School Diploma.
- Knowledge of construction scheduling, cost control and ability to control and supervise small to mid-sized groups.
- Good organization, multi-tasking, leadership and decision-making ability.
- Basic computer skills preferred.

Interested applicants should submit a cover letter, resume and references to:

[contact@pearceconstruction.com](mailto:contact@pearceconstruction.com)

Information provided will be held in strict confidence.