

Commercial Construction Superintendent

All serious inquiries to email their resume and list of references to stacy.bower@pioneerco.com.

Job Summary:

Responsible for managing and coordinating all construction-related activities of a designated project to ensure schedules, budgets and quality of work are met, per contract documents, while maintaining a safe working environment. In addition, work with Building Engineers on specific projects at various building locations as needed.

Duties/Responsibilities:

Field Supervision:

- Coordinate all on-site construction activities:
 - Manage project schedule.
 - Manage labor, subcontractors and vendors.
 - Manage all quality control.
 - Track, receive and inventory material deliveries.
 - Coordinate all work with Property Manager and Building Engineer assigned to project location.
- Maintain a complete understanding of all contract documents (plans, specifications, contracts).
- Maintain relationship and correspondence with Tenant and/or Owner's Rep throughout project.
- Review shop drawings and submittals for compliance with contract documents.
- Coordinate all field operations on site.
- Maintain a clean and safe project, complying with OSHA regulations.
- Notify direct supervisor of any jobsite conflicts prior to making any changes in the field.
- Review, investigate, troubleshoot existing conditions and problem-solve.
- Work closely with Project Consultants, Architects and Engineers throughout project.
- Schedule and coordinate all testing and inspections with State and Local municipalities.
- Schedule and coordinate all work to be performed by utility companies (gas, electric, telephone, cable, water, sewer).
- Coordinate all permitting.
- Schedule and conduct required job meetings.

Contract Administration:

- Maintain a complete understanding/enforcement of each contractor/vendor/ supplier's contractual obligations (scope of work).
- Confirm all material(s) delivered to the site complies with plans/specifications/ approvals/shop drawings/submittals prior to installation.
- Have a complete understanding/enforcement of General Conditions.
- Have a complete understanding of all Owner-furnished and/or Owner-installed materials.
- Coordinate with construction lender site inspections.

Project Reporting:

- Update Project Schedule.
- Update Supervisor on scope of work changes/existing conditions.
- Daily Reports.
- Progress Photos.
- Jobsite Safety.
- Testing/Inspections.
- Weekly Job Meeting Minutes.

Project Close-Out:

- Deliver building ready for occupancy, including Certificate of Occupancy, per project schedule.
- Assist Construction Admin in coordinating necessary as-builts/shop drawings/equipment cut sheets/MSDS sheets for assembly into Operations & Maintenance Manuals.
- Schedule/coordinate/monitor completion of punch lists.

Engineer Related:

- Assist on-site Building Engineer with all aspects of day-to-day operations, as directed.
- Coordinate tenant service requests with Building Engineer, as needed.
- Coordinate special projects with Property Manager/Building Engineer, as directed.
- Assist Property Manager with competitive bid process for goods and services and verify hours work, quantities received, etc., for supplies and services rendered for the building.
- Assist Property Manager and/or Property Accountant with preparation of annual and long-range budgets, management plans and forecasts.
- Assist Building Engineer, as needed, for oversight and inspections and evaluations of small-scale facility and tenant construction/renovation projects to ensure compliance with construction and building standards.

Miscellaneous:

- Assist in the continuous development and improvement of procedures and systems related to this position.
- Travel required between projects
- Other duties as assigned.

Required Skills/Abilities:

- Ability to investigate, troubleshoot and problem-solve.
- Ability to work with customers/tenants professionally.
- Ability to work independently or on a team.
- Knowledge of Building Systems.
- Computer Skills in Word, Excel, Project, Outlook and Building Engines.
- Working knowledge of smart phones, tablets/computers/laptops.
- Detail oriented.
- Ability and flexibility to identify and respond to changes in priorities.
- Excellent time management, or oral and written communication skills.
- Valid Driver's License.
- OSHA Certification (desired).

Education/Experience:

- High school diploma or equivalent required.
- Associate's degree or equivalent from a two-year college or technical school in construction or engineering, or 5 years related experience and/or training in commercial construction maintenance services, or equivalent combination of education and experience.

Physical Requirements:

- Stand for long periods of time.
- Use power and hand tools.
- Lift up to 50 lbs.
- Ability to bend, squat, crawl, reach, push and pull.

Salary Range:

Minimum Salary Rate: \$75,000 Annually

Maximum Salary Rate: \$100,000 Annually

This is a salary exempt position and is NOT eligible for overtime pay. The position is strictly onsite/in-office where remote work via personal residence(s) is not permitted.