



**Job Title:** Superintendent

**Summary:**

John Bell Construction, Inc. is seeking an experienced and self-directed Superintendent to provide on-site supervision of all phases of multiple construction projects, including coordinating subcontractors, material, and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety.

**Responsibilities:**

- Schedule labor crews, subcontractors, and vendors for daily jobsite activities.
- Perform quality control checks on completed and work in progress.
- Communicate with project team regarding RFI's, Submittals, Owner changes, etc.
- Ensure subcontractors are fully executing and complying with his contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily log (written) of activities on the jobsite.
- Perform Superintendent duties at multiple job sites, simultaneously.
- Ensure subcontractor has corrected all deficiencies identified by project team.
- Walk all projects daily to monitor activities and assist in future planning.
- Preside over weekly subcontractor meetings designed to coordinate the work.
- Issue notices of non-compliance to subcontractors regarding quality of work and scheduling.
- Ensure job sites are kept clean and organized.
- Perform job progress and completion punch list identification and completion.
- Assist in obtaining permits or approval of revisions.
- Identify areas of work that are outside of subcontracted scope.
- Attending all Owner/Architect/Contractor (OAC) meetings.
- Opening the jobsite at beginning of the day and securing the jobsite at the end of the day.
- Responsible for and will be held accountable for the timely completion of the project and ensuring that the project is constructed in strict accordance with plans, specifications, and local codes.



**Knowledge, Skills, and Abilities:**

- Strong verbal and written communication.
- Strong communication via email.
- Ability to document via the most effective and efficient channels.
- Provide direction to and resolve problems amongst 30+ subcontractors and vendors.
- Ability to identify deficient work and provide resolution.
- Communicate using the following tools: telephone, text messages, written logs, email, computer, mobile devices, cameras, etc.
- MUST be able to effectively read architectural drawings.
- Endurance and ability to visit entire job site, including stairs or other elevated structures.
- Monitoring jobsite general health and safety.
- Writes clearly and informatively.
- Edits work for spelling and grammar.
- Able to read and interpret written information.

**Education and/or Experience:**

- Minimum of five years of verifiable experience working for a General Contractor.
- Commercial New Construction and Renovation experience preferred.
- Residential New Construction experience.
- Bachelor's Degree in Construction Management preferred.
- Microsoft Office (Excel, Word, Project & Outlook) is a must.