

## PROJECT SUPERINTENDENT - JOB DESCRIPTION

Includes but not limited to:

- Lead and manage people with the ability to get work done through others.
- Written and verbal communication skills
- Ability and willing to Multi Task
- Communicate with difficult customers
- Inspect the work performed by the contractor and its subcontractors in order to verify conformity with the requirements of the contract.
- Verify that workmanship, materials, and equipment delivered to the jobsite for installation or installed by the contractor meet or exceed the requirements of the project.
- Inspect the work on a daily basis.
- Complete daily reports to record the work inspected.
- Promptly report in writing to the customer any observed variances from the design and construction contract requirements.
- Notify the Customer if the contractor fails to promptly remove, correct, or replace rejected design or construction work.
- Maintain the project's inspection records. Prepare reports for all inspections, identifying items that have been satisfactorily inspected and those requiring action.
- Maintain an active list of construction and design deficiencies and omissions, indicating corrective status.
- Prepare and maintain a marked-up set of drawings (red lines) to verify contractor's official "As-Built" drawings set.
- Review contract drawings, Specifications, and approved submittals in preparation for upcoming inspections.
- Request changes to the contract and track contract modification.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Successfully manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks

### Qualifications:

- At least 3 years' experience in Project Superintendent
- LEED – AP preferred (Not Required)
- Candidate must have strong electrical or mechanical knowledge
- Candidate must have an Engineering background with Building Construction experience.
- Must have a flexible schedule with ability to work weekends, and off hours on occasions.

### Required experience:

- Project Superintendent experience in a Gov't setting preferred
- Must be able to interact with contractors, plant operators, plant engineers, plant managers, and Gov't personnel.
- Solid organizational skills including attention to detail and multi-tasking skills
- Excellent written and verbal communication skills