

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Construction Superintendent
<b>Reports to:</b>	Project Manager
<b>Status type:</b>	Full time
<b>FLSA status:</b>	Exempt, Salary
<b>Date:</b>	July 8, 2021

**Position Summary**  
 Responsible for monitoring multi-family projects from start of site work to completion, including communicating project schedule with all sub-contractors. Communicates with external partners such as vendors and sub-contractors. Ensures projects are completed safely, on schedule, and meets the quality expectation of Riedman Construction. Promotes and adheres to the workplace values of Riedman Companies and actively works towards its mission and vision of Changing the Way People Live.

- Essential Functions**
- Plans and manages the day-to-day construction process.
  - Collaborates with engineers, subcontractors, etc. to determine project needs.
  - Creates an effective and cohesive work team among Riedman staff, vendors and sub-contractors.
  - Works with Riedman finish superintendent to finish/punch out projects.
  - Supervises general labor staff providing encouragement and constructive feedback.
  - Prepares daily logs in Procore.
  - Prepares 3 week look aheads schedules and reports to Project Manager.
  - Responsible for coordinating weekly sub-contractor meetings to review & discuss tool box safety talks.
  - Plans inspections and obtains construction permits from local authorities.
  - Models and ensures safety and quality guidelines.
  - Ensures that all subcontractors are adhering to safety procedures and using PPE when necessary and appropriate, including all OSHA guidelines.
  - Ensures the job site remains safe, clean and orderly.
  - Able to operate lifts, lull, dozer or other equipment needed on the site.
  - Orders the appropriate material and equipment, arranges for regular maintenance.
  - Resolves on-site issues and emergencies.
  - Relays potential problems and setbacks to the Project Manager.
  - Responsible to open up job site and close each night.
  - Responsible to work weekends if sub-contractors are working on-site

- Qualifications/Experience Required**
- Degree in Engineering, Construction Management, or similar field; Master’s degree is a plus.
  - Previous experience as a construction superintendent or similar role.
  - Knowledge of local quality, safety, and health guidelines for construction job sites.
  - In-depth understanding of construction operations and processes.
  - Excellent organizational and time-management skills.
  - Ability to create a strong team environment.
  - Ability to manage priorities and workflow.
  - Strong interpersonal communication skills.
  - Ability to perform independently, in a changing and multi-tasking environment.
  - Strong organizational, problem-solving, and analytical skills.
  - Good judgment with the ability to make timely and sound decisions.
  - Intermediate level of knowledge of Procore, MS Project Management, Microsoft Word, Excel and Outlook.

<b>Physical Demands and Work Environment</b>
<ul style="list-style-type: none"><li>• Ability to work additional hours as necessary to maintain project schedules.</li><li>• Ability to travel as necessary.</li><li>• Physical ability to review progress at construction sites in all phases of construction.</li><li>• The work is primarily conducted outdoors and may be subject to working in inclement weather.</li></ul>



*The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands.*