



## Project Superintendent Job Description

**Reports To:** Project Manager

**Department:** Project Management

### **JOB SUMMARY:**

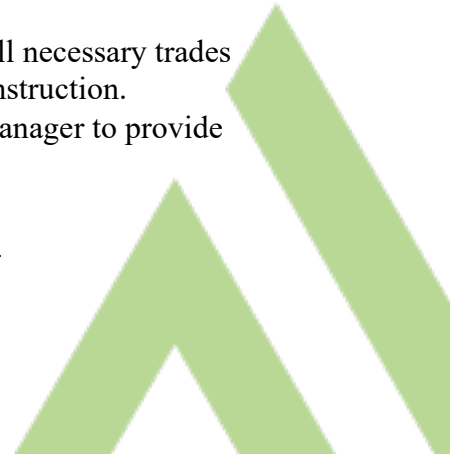
A Project Superintendent is responsible for overseeing the daily operations of commercial construction projects. This entails scheduling, supervising all activities, ensuring compliance with contract documents, and maintaining a clean and safe work environment.

### **QUALIFICATIONS:**

- Minimum 2 years of experience overseeing commercial construction projects.
- Demonstrated knowledge of construction principles.
- Proficient in reading and understanding construction documents including drawings.
- Ability to work with small tools.
- Strong organizational and communication skills.
- Self-motivated with an eagerness to learn including willingness to participate in continuing education opportunities.
- Team player eager to be fully engaged in the Company.
- Approachable with the ability to cultivate positive relations.
- Proficient in Microsoft Office. Knowledge of PlanGrid and Procore is a plus.

### **DUTIES AND RESPONSIBILITIES:**

- Daily oversight of one (1) or up to three (3) projects at any given time (number will depend upon size and location) including the management of all trade partners and vendors engaged by the Company.
- Participate in internal project kick-off meetings, including but not limited to, reviewing scope sheets, preparing a logistics plan, and scheduling & conducting an on-site kick-off meeting with all trade partners.
- Read and interpret drawings, project manuals, specifications, submittals, and the like to ensure that projects are delivered according to the construction documents, on time and within budget.
- Check layout, dimensions, and work performed daily to ensure compliance with construction documents. Review approved submittals and check all material & equipment when delivered to the jobsite to ensure its compliance with submittals or plans & specs when there is no submittal process.
- Manage the entire inspection process. Ensure that the Company and all necessary trades secure permits, inspections, and required approvals at all stages of construction.
- Maintain frequent contact with trade partners, vendors, and Project Manager to provide project updates.





- Actively coordinate and manage all trade partners and vendors according to the construction schedule.
- Attend O.A.C. meetings.
- Schedule material & equipment deliveries and pick-up material as needed.
- Maintain a clean jobsite free of any safety hazards, and complete paperwork per OSHA standards. Install temporary protection & signage as needed.
- Maintain a sign-in book and require that all visitors to the jobsite sign-in upon each visit.
- Oversee the punch list and ensure its completion to the highest standards.
- At the end of each workday, complete a daily job report, upload progress photos, and any other required documentation. Maintain a weather log for projects with exterior work.
- Assist with project close-out, including but not limited to, submitting a redlined set of as-built drawings.

Any and all other duties and responsibilities consistent with industry norms and standards for a Project Superintendent.

**Applying:** To apply, e-mail a resume to [hr@forgeconstruction.com](mailto:hr@forgeconstruction.com). Include in the subject line, “Resume for Project Superintendent Position”.