



## **POSITION GUIDE**

TITLE: Construction Project Superintendent

REPORTS TO: Construction Project Manager

## **RESPONSABILITIES**

- Supervises all project construction activities and has responsibility for quality of work and meeting job schedules.
- Schedules and expedites labor crews (if applicable) of General Contractor and subcontractors, equipment, and materials.
- Responsible to return as-built drawings to Project Manager.
- Responsible for providing input and implementing short-term construction scheduling as prepared by the Project Manager.
- Schedules and expedites crews, subcontractors, equipment and material, maintains job log in PROCORE.
- Attends conferences (pre-job, scheduling, and job progress) with subcontractors, Architect, Owner, and Project Manager.
- Expedites subcontractors, inspects subcontracts' work, and coordinates with them.
- Maintains good customer relationship during construction.
- Hold vendors and contractors accountable for quality, completeness, and timely work by managing and inspecting the property regularly.
- Responsible for job safety, OSHA requirements and reviews, and takes corrective action on accident reports filled out by foreman.
- "Site Management"-reviewing site plan and have a Material Handling Plan (trailer, materials, sub's trailers, etc.)

## **QUALIFICATIONS**

- 3-5 years experience as a Superintendent on commercial construction projects/
- Knowledge of Local and National building codes
- Be committed to safety and quality matters.
- Must be proactive, self-directed, highly motivated, and able to multi-task
- Proficiency with computer applications, including Microsoft Office Suite of programs including Microsoft Project. Experience with PROCORE is
- OSHA 10 hour certification is recommended
- Construction drawing literate, with knowledge of all phases of construction

- Demonstrated leadership and interpersonal skills.

Lakeland Construction offers competitive compensation and benefits package. Interested candidates can send their resumes in confidence to [bkoporc@LMS86.com](mailto:bkoporc@LMS86.com).

Lakeland Construction is an equal opportunity employer.