

Job Title:	Project Superintendent, Dahmes Contracting	Reports to:	Project Manager, Dahmes Contracting
Department:	Dahmes Contracting (DC)	Supervises:	n/a
Location:	New London	Exempt/Non-Exempt:	Exempt
% Travel Required:	Approximately 90%	Full-time/Part-time:	Full-time (approximately 50 hours/week)

Job Description

Role Overview: The Project Superintendent's role is to manage the day-to-day operations on the construction site and short-term schedule. This role is also responsible for quality control, site safety and subcontractor coordination. The Project Manager provides overall direction to the Project Superintendent.

Responsibilities:

- Project pre-planning & sequencing
- Leading and managing the on-site construction team
- Coordinating and overseeing all work on-site
- Attending construction meetings
- Reviewing and becoming familiar with the schedule and budget and ensuring adherence to these
- Ensuring quality standards are met
- Responsible for Dahmes equipment and materials on-site
- Following the project timeline to ensure deadlines are met
- Monitoring and ensuring on-site safety compliance, cleanliness and orderliness
- Maintaining records for site personnel such as daily field reports, field orders and RFI's
- Liaising with inspection authorities regarding approvals

Cost Accounting

- Construction superintendents will be involved in pre-construction estimates and budgets when appropriate.
- Coordination with the project manager in monitoring expenses to ensure that they are meeting budget and if not, devise a plan to get back on track
- As Project Superintendent, maintain records of material and labor quantities
- Track the inventory of supplies and materials to guard against loss and to ensure that vital materials are ordered and delivered to meet schedule

Coordinate Activities

- The construction superintendent must coordinate the activities of all tradespeople, professionals and laborers.
- Work closely with the project manager, architect or engineer who designed the project to ensure construction plans are followed
- Superintendents must plan work schedules so that conflicts do not occur, such as having a crane operator report before the item to be lifted has been fabricated or delivered

Reporting:

In order to track, learn, drive efficiency and provide competitive future bids, accurate project reporting is a top priority. The superintendent's role directly impacts the accurate record keeping of this information. The Procore software platform will be utilized for project documentation including:

- Daily Log – notes, work performed each day, abnormal conditions, shut downs etc..

- Timecards – Sup. Timecard and/or Dahmes employee visitors on-site
- Inspections (pictures linked for reference always a plus)
- Deliveries
- Manpower (each crew on-site, number of workers, hours worked, subcontractor equipment)
- Accidents/Injuries
- Equipment log – equipment on-site for DC/DSI use

Schedule:

- Work closely with the Project Manager to develop short and long-term schedules.
- Manage the short-term schedule with a 3-week plan to ensure schedules coincide with each other, with guidance from the Project Manager.

Understand and support Dahmes' Core Values and Core Purpose:

- **Authentic:** We know who we are and we own it. We build and sustain our company and relationships by being honest.
- **Pioneering:** We take risks to create forward looking solutions. We thrive on tackling new challenges and achieving the best possible outcomes.
- **Committed:** We shake hands and keep our word. We deliver on our promises and don't take short-cuts along the way.

Requirements:

- High school diploma or equivalent
- 5+ years of experience in construction supervision, management or equivalent
- Proficient in Microsoft office suite
- Outdoor/Indoor work environment in all weather conditions

Preferred Competency/Experience/Education:

- MS Office including Project skills+
- 10+ years of construction experience
- Hardworking
- Self-starter
- Strong organizational and interpersonal skills
- Detail oriented

Travel Required:

- Up to 90% Travel is required