

SUPERINTENDENT POSITION OPEN

With continued growth and expansion, W.R. Newman & Associates, Inc. is looking for capable and dependable superintendents who are willing to travel across the country to oversee all field construction activity from project start to finish.

Responsibilities

Applicants must have solid understanding of the construction process, techniques, and construction documents. Must be able to thoroughly understand and follow the plans and specifications during construction of a project while maintaining a relationship with owner representatives, subcontractors, and other onsite personnel. The superintendent will also work closely with the project manager to ensure timely and quality completion of the construction process. Applicants must have experience in supervising ground up construction projects. Applicants must also be proficient in Microsoft Word, Excel, and Outlook (Microsoft Project is preferred).

- Supervise projects by coordinating client needs, construction documents, and subcontractor performance
- Construction scheduling and updating throughout project
- Document daily construction activities
- Prepare and distribute weekly field reports to show job progress (in conjunction with project manager) to include needed documentation and progress photos
- Scheduling delivery and pickup of equipment
- Scheduling and coordination of subcontractors and material deliveries
- Conduct weekly meeting with subcontractors
- Conduct weekly safety meetings
- Schedule and follow through all inspections, including Certificate of Occupancy
- Must work closely with project manager to ensure all change orders and RFIs are maintained and distributed in a timely manner to owner representatives
- Oversee employees safety and project housekeeping
- Accurately cost code materials and overhead expenses
- Oversee job specific Quality Control Plan to include needed documentation and progress photos

Salary will be based upon applicant's qualifications and experience level.

W. R. Newman & Associates, Inc. provides a competitive benefits package, including health, dental, and vision insurance; contributions to health savings account; short-term and long-term disability; 401(k) program; truck allowance; and travel per diem.

Please send resume to the following email: Cindy@wrnewman.com