CORSENTINO CONSTRUCTION, INC.
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Construction Superintendent

Classification: Nonexempt

Reports to: Project Manager

Date: July 31, 2024

JOB DESCRIPTION

Summary/Objective

The construction Superintendent supervises subordinates and/or contractors, plans, directs and coordinates activities pertaining to the construction, renovation and maintenance of residential and commercial projects.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct property inspections, completing the necessary reports.
- Consult with the project manager to review building budget and determine the scope of work required.
- Maintain accurate records of project progress, including daily logs, incident reports, and change orders. Ensure proper documentation for compliance and future reference.
- Act as the primary point of contact between the project team, clients, and other stakeholders. Provide regular updates on project status, address concerns, and facilitate problem resolution
- Evaluate specifications for plan procedures, start and completion dates, and staffing requirements for each phase of the construction project.
- Direct and motivate personnel and subcontractors engaged in executing work procedures.
- Interpret specifications and company policies to subordinates and/or contractors and enforce safety regulations.
- Analyze and resolve work problems, including worker complaints and grievances.
- Regularly communicate with the project manager regarding job status.
- Coordinate construction work according to priorities and plans.

- Manage the orders of material and equipment to meet project needs and coordinate the delivery of supplies according to priorities.
- Inspect orders upon arrival to ensure the correct quality and quantity has been received.
- Allocate general and daily responsibilities.
- Supervise and train subordinates.
- Ensure manpower and resources are adequate.
- Assist the project manager in preparing and performing "turnover" procedures.
- Produce schedules, monitor crew attendance and keep accurate records.

Competencies

1. Problem Solving/Analysis.
2. Communication Proficiency.
3. Project Management
4. Computer
5. Diversity and Inclusion
6. Results Driven
7. Stress Management/Composure
8. Teamwork Orientation
9. Ethical Conduct

Supervisory Responsibility

This position manages all employees assigned to the project and is responsible for the performance management of the employees.

Work Environment

While performing the duties of this job, the employee is required to frequently inspect the project and may be exposed to ongoing construction and various weather conditions. The noise level in the work environment may range from moderate to loud. This position is performed in outside weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must also occasionally lift and move up to 50 pounds. Specific vision abilities including close vision and color vision.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m., 40 hours per week. This position frequently requires long hours and weekend work.

Travel
Travel is primarily local, although some out-of-areas may be expected.

Requirements and Experience

- Bachelor's degree from a four-year college/university; or three to five years of related experience and/or training; or equivalent combination of education and experience.
- Ability to read drawings, plans and blueprints.
- Proven organizational and leadership skills.
- Aptitude in math.
- Problem-solving abilities.
- Strong communication skills; thorough and attentive to details; able to prioritize and multitask; proactive and deadline oriented.
- Very good knowledge of English (spoken and written)
- Knowledge and understanding of safety guidelines.
- Attend meetings and trainings as required by management.

Additional Eligibility Qualifications
Must possess and maintain a valid Colorado driver's license.

AAP/EEO Statement
Corsentino Construction is an Equal Opportunity Employer. It is our policy to recruit, hire, promote, assign, discharge and provide any terms and conditions of employment without regard to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, veteran status or any other protected characteristics. We treat all employees in a nondiscriminatory manner with respect to compensation, advancement, opportunity and other matters. All employment decisions are based on merit, qualifications and competence.

Other Duties
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures
This job description has been approved by management:

Owner: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____