

Creative Builders Inc.

POSITION DESCRIPTION

DIVISION: Creative Builders Inc.
LOCATION: Greenville, SC
POSITION TITLE: Multifamily Assistant Superintendent
STATUS: Exempt, Salaried
REPORTS TO: Project Manager and Superintendent

POSITION PURPOSE

An assistant superintendent is a person that leads and coordinates all field activities for a particular project including safety, subcontractors, in-house man power, equipment, product, and materials. This person reports to the Project Manager and Superintendent.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Supervision of physical construction in strict accordance with the contract documents.
2. Contribute to the development of a thoughtful project pre-plan.
3. Ensure that work conforms to schedule and contract documents.
4. Manage and maintain a good relationship with subcontractors.
5. Manage and maintain a good relationship with owners of the project
6. Provides liaison between project management, field engineering, and subcontractors to ensure construction complies with plans, specifications and company quality standards.
7. Keep superintendent informed while maintaining communication with owner, architect, and design professionals as needed to ensure compliance to design intent and owner satisfactions.
8. Lead Pre-construction meetings with subcontractors and safety manager.
9. Ensure compliance with all internal and external record keeping requirements, with particular emphasis on accurately reflecting hours worked and proper coding of activities performed on time cards, billing and receipts.
10. Obtain and code all delivery tickets with job number for all items delivered to job site and give them to the project manager in a timely manner.
11. Advise superintendent of potential problems, work interference, or schedule difficulties, while assisting in circumventing/resolving such conflicts.
12. Provide assistance to field employees and subcontractors in problem resolution.
13. Support construction schedule by ensuring for timely delivery or required material and equipment.
14. Responsible for enforcing job site safety rules and regulations.

15. Review proposal specifications and drawings to determine scope of work and schedule.
16. Prepare and provide weekly project paperwork and daily logs.
17. Travel depending on location of project.
18. Knowledge of OSHA rules and regulations.

QUALIFICATIONS

EDUCATION: High School Diploma/GED
Associates degree in construction science/management or equivalent combination of training and work experience.

EXPERIENCE: 1 year of experience in commercial construction / multifamily
Minimum 3 years of construction experience with a minimum of 1 year in a leadership capacity
Possess working knowledge of local and federal laws and regulations which govern construction.
OSHA 10hr training a must / OSHA 30hr preferred
First Aid/CPR Certification

SKILLS/ABILITIES:
ALL POSITIONS:

Aggressive problem solver
Possess strong planning and organizational skills
Possess high level of interpersonal skills
Ability to work successfully with a variety of personality type
High level of integrity
Excellent customer relation skills
Possess “outside the box” thinking skills
Possess high level of verbal and written communication skills
Proficient in Microsoft Office Tools
Ability to adapt in a non-routine, fast-paced and changing environment with strict deadlines
Ability to remain calm in stressful situations
Ability to multitask and handle multiple projects simultaneously
Able to work long periods of time with little supervision
Good attendance record
High level of detail orientation
Excellent follow up and follow through skills
Strong time management skills

Creative Builders Inc. is an Equal Opportunity Employer