



## Creative Builders, Inc.

### POSITION DESCRIPTION

**JOB TITLE:** Managing Superintendent  
**DEPARTMENT:** Multi-Family Construction  
**LOCATION:** *Headquartered in Greenville, SC*  
**REPORTS TO:** Project Manager and COO  
**FLSA CLASSIFICATION:** Salaried, exempt

### POSITION PURPOSE

The role of the Managing Superintendent for Multi-Family Construction Projects is to work closely with the Project Manager providing on-site coordination for all phases of the project including supervising and coordinating the daily activities of subcontractors and skilled workers.

### JOB DUTIES AND RESPONSIBILITIES

- Conducts plan reviews with Project Manager on assigned projects and contributes to the development of a thoughtful project pre-plan.
- Provides supervision and technical leadership, direction, coaching, and feedback to the Subcontractors and Skilled Workers.
- Works closely with the Project Manager on the building of the project schedule.
- Facilitates discovery and correction of contractual documents “error and omissions” and problem solving.
- Leads Pre-construction and weekly scheduled meetings with subcontractors and safety manager.
- Advises project manager of potential problems, work interference, or schedule difficulties, while assisting in circumventing/resolving such conflicts.
- Works closely with project management, field engineering, and subcontractors to ensure construction complies with plans, specifications, and company quality standards.
- Ensures that work conforms to project schedule and contractual documents.
- Responsible for communicating information with the owner, senior management, architect, and design professionals as needed to ensure compliance to design intent and owner satisfaction.
- Works with Project Manager to develop project specific work scopes for the subcontractors.
- Assists Project Manager with review and approval for all subcontractor and vendor payment requests.
- Communicates schedule with the subcontractors and vendors.
- Responsible for construction schedule by ensuring for timely delivery or required material and equipment.
- Reviews proposal specifications and drawings to determine scope of work and schedule.
- Prepares and provides weekly project paperwork and daily logs.
- Investigates local codes and ordinances for jurisdiction where project is to be constructed.

- Responsible for daily inspections of the project site and buildings to insure that all quality standards are met.
- Meets with local governing authority and gathers any pertinent information related to project.
- Ensures 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.
- Obtains, codes, and delivers all delivery tickets with job number for all items delivered to job site to the project manager in a timely manner.
- Works closely with local utilities.
- Inspects, maintains, and complies a safe work environment by enforcing job site safety rules and regulations as they relate to the construction environment.
- Assures debris and litter on grounds is removed and properly discarded.
- Adheres to all federal, state, and local laws and regulations as they relate to the construction environment.
- Responsible for having a valid state approved driver's license.
- Responsible for transportation for traveling to and from project sites as directed.
- Performs additional duties as assigned as this list does not reflect all of the duties and responsibilities of the Managing Superintendent.

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## QUALIFICATIONS

### **Competencies:**

- Excellent documentation and problem solving skills
- The ability to supervise, motivate, and delegate effectively
- Excellent attention to detail and accuracy
- Ability to handle adversity and conflict with successful outcomes
- Strong communication and leadership skills
- Excellent time management and organization ability
- Ability to handle confidential information in a discreet, professional manner
- Possess a strong commitment to team environment while working well with others which includes treating employees, customers, owners, building officials, subcontractors, vendors, and anyone else necessary with respect and dignity

### **Skills:**

- Proficient in construction related tools and equipment
- Working knowledge of OSHA rules and regulations (at least 10hr training)
- Efficient in all aspects of the scheduling process
- Ability to apply concepts of basic algebra and geometry
- Possess working knowledge of local and federal laws and regulations which govern construction
- First Aid/CPR Certified preferably
- Ability to read and analyze construction documents and blueprints
- Proficient in Microsoft Office, Construction and Business Software

**Education:**

- Proficient in construction related tools and equipment
- Associates degree in construction science or management or equivalent combination of training and work experience

**Experience:**

- 3 years of experience in multifamily wood frame construction
- Minimum 5 years of construction experience with a minimum of 3 years in a leadership capacity

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**SUPERVISORY RESPONSIBILITIES**

- Supervises and coordinates the daily activities of subcontractors and skilled workers
- Trains and develops employees
- Provides input in performance reviews
- Recommends disciplinary action

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**WORK ENVIRONMENT**

- This position involves work at a construction site where duties will be performed both indoors and outdoors.
- The employee is regularly exposed to all weather conditions (rain, wind, snow, heat, cold, hail, sleet, etc.) and around moving mechanical parts.
- The employee is occasionally exposed to hazardous chemicals, dust, dirt etc.
- Required to use personal protective equipment to prevent exposure to hazardous materials while on the job.

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**PHYSICAL DEMANDS**

- Ability to be punctual and attend work on a regular and consistent basis
- The person in this position needs to wear appropriate safety clothing and shoes when needed. This includes a need for safety glasses, protective clothing, gloves, helmet, face shield, and steel toe shoes etc.
- Overtime may be required to meet project deadlines.
- Ability to concentrate with various interruptions, weather conditions, and noise levels.
- Must be able to talk, hear, use hands, fingers, climb or balance, stoop, kneel, crouch, and crawl.
- Must be able to stand and walk 80% of the time.
- Occasionally will be expected to lift boxes not to exceed 50+ pounds.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Creative Builders Inc. is an Equal Opportunity Employer*