

Title: SUPERINTENDENT
Reports to: GENERAL SUPERINTENDENT
Annual Salary: DOE

Since 1993, Cornerstone General Contractors, Inc., has fostered a flexible approach to commercial construction based on cooperation, innovation, and accountability. A 100% Alaskan owned, managed, and staffed company, our team includes experienced personnel with the education, training, experience, relationships, and resource capacity to handle multiple projects of all sizes across the state.

JOB OVERVIEW

The Superintendent will lead and manage Cornerstone's team of Craft and Foremen from project startup through final completion and beyond, assist with business development by building relationship with customers and bringing new opportunities. The Superintendent will provide mentorship and training for generation of leaders in all aspects of safety, scheduling, standards of quality and relationship building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Field Work

Accountable for:

- Writing project schedules timely, accurately and making it available to Foreman and subcontractors.
- Success of the projects and the project teams under their oversight
- Overall Risk Management (Mitigating Performance Risk on Self-performed and Subcontractors/General Public)
- Safety Risk Mitigation
- Setting the pace of the projects and lead by example to show the project teams how to treat clients, design partners, subcontractors, and our own crews.
- Integration with General Superintendent for input on staff selection for projects
- Craft needs: Connect with General Superintendent to make sure that each project has the qualified manpower that it needs.
- Assisting/coordinating Tools & Equipment needs: Make sure that each project has access to the tools and equipment required for the jobsites task.
- Conflict resolution: Assist foreman, subcontractors, and craft with approach options.
- Self-Performed Work: Assist in means and methods review process.
- Continuous improvement and optimization of Self-Performed productivity
- Gross Profit Results –in tandem with Construction and Preconstruction teams' performance
- Review subcontracts
- Review of SWPPP Plan for your project
- SWPPP inspections

- Ensure that SWPPP reporting, and implementation are accurate.
- Claiming weekly quantities
- Ensure that quantities are accurately claimed each week.
- Running project meetings
- Attend project meetings.
- Communicate safety expectations to the Foreman and subcontractors and never walk past an unsafe act without correcting it.
- Teaming with the PM to create the control Budget.
- Review control budgets with Foreman prior to entry into accounting • Quality control inspections of the projects.
- Ensure quality issues are addressed timely and implement changes to eliminate reoccurrence.
- Purchasing or renting project specific tools/equipment.
- Material take offs verify and purchase (PM also)
- Daily reports and analyses
- Timecard entry/review/approval

In additional to the above functions, the Superintendent will:

Support Pursuits

- Assist estimating in self-performed operations.
- Assist in work plan development for qualitative pursuits.
- Quantity survey as assigned.
- Sub solicitation as assigned.
- Support pre-bid/proposal project schedules.

Business Development

- Building effective relationships with clients, design team, subcontractors, suppliers, and user groups that reflect and support company core values.
- Providing proper presentation- being a face of the business
- Seek out new project opportunities.

Mentorship

- Training: Assist where needed to train new foreman on computer programs and means/methods of construction used throughout the company.
- Safety training
- Monitor/audit training records for our site

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 frequently required to stand, walk, sit, and talk or hear. The employee is required to use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch. The employee must lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Additionally, the employee should have sufficient mobility to climb ladders, access tight spaces, and generally inspect concealed, but accessible spaces within existing buildings.

WORK ENVIRONMENT

Office and field, including travel statewide

SUMMARY OF BENEFITS

1. Competitive salary and employee bonus program.
2. Medical, Vision, Dental insurance paid in full for employees and dependents (if applicable). 3. 401K plan with 2-5% matching.
3. PTO policy and following Holidays: Christmas Day through New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving.

APPLICANT INSTRUCTIONS

To be considered for this position, you must email an introductory cover letter identifying areas of specialization and résumé with three professional references to resumes@cornerstoneak.com