

superintendent

Newkirk Novak Construction Partners is seeking experienced Superintendents to contribute to our expanding project portfolio. Our top priority is the continued satisfaction of our clients, so excellent client, architect/engineer, and trade partner/supplier relationship skills are a must.

JOB DESCRIPTION

Our Superintendents provide comprehensive on-site leadership and coordination for all project phases, including managing trade partners, materials, and equipment, while ensuring specifications are strictly followed and work is proceeding on schedule and within budget. This position will work closely with estimating and project management in a teaming environment to deliver projects as promised and responsible for scheduling, inspections, quality control, and job site safety.

PRIMARY RESPONSIBILITIES

- » Coordinate trade partners, consultants, and vendors in critical path sequence to ensure timely completion.
- » Develop project specific safety plans and Emergency Action Plans.
- » Coordinate required inspections with local jurisdictions.
- » Build and maintain project schedule and look ahead schedules.
- » Ensure that the job site is always kept clean and organized.
- » Maintain a daily log (written) of activities on the job site.
- » Perform job progress and completion punch list identification and completion.
- » Perform preconstruction planning: build logistics plan and find potential scope gaps.
- » Communicate with project team regarding ASI's, RFI's, and Material Submittals.
- » Perform quality control duties.
- » Ensure trade partners are fully executing and complying with their contracted scope of work.
- » Identify trade partner non-compliance with safety, health, and environmental quality standards.
- » Identify conflicts in construction progress and communicate them to project team for resolution.
- » Preside over weekly trade partner meetings designed to coordinate the work.
- » Manage and oversee company staff, trade partners, suppliers, and programs such as safety.
- » Promote a safe workplace and present positive leadership regarding project safety.
- » Conduct safety meetings and provide record-keeping for the project.
- » Investigate and document any safety incidents or accidents on a project
- » Lead pre-installation meetings for critical scopes of work
- » Lead, support, and promote a culture of diversity and inclusion.
- » Understand non-discrimination policy and ensures positive, proactive implementation throughout the organization.

QUALIFICATIONS

REQUIRED AND PREFERRED QUALIFICATIONS

- » 5+ years' experience in a commercial construction setting as a Superintendent.
- » Proficiency in reading and understanding plans, specifications, drawings and project schedules is required.
- » Experience using cloud-based project management software (Procore and Sage Timberline is preferred.)
- » OSHA-10, OSHA-30 and First-Aid/CPR certifications are preferred. OSHA-10 is required within 30 days of employment.
- » Valid driver's license is required.
- » Must be able to lift 50 lbs.

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program.

