



ASSISTANT SUPERINTENDENT JOB DESCRIPTION

Job Summary:

The Assistant Superintendent reports to and is responsible to the Superintendent or Senior Superintendent. They are responsible for assisting with the on-site field administration/supervision and technical management for all construction operations, including direct supervision of subordinates, foreman, subcontractors, and other construction related personnel, and directing them in planning, coordination, and execution of work on time, within budget, attaining or exceeding profit goals, maintaining a safe workplace, promoting and enhancing client relationships and the Company image.

Experience:

- Preferred four (4) year degree in construction-related curriculum or equivalent experience in field-related duties, including any accredited apprentice programs.
- Three (3) years, +/-, experience as an Entry Level Position as a PE and/or FE.
- Experience with Viewpoint software.
- Experience with construction-related software (i.e., Timberline, AutoCAD, Revit, Navisworks, Primavera, or Microsoft Project) is a plus.

Responsibilities:

- Promote the growth and development of client and designed relationships.
- Represent the Company and SG project team in a positive manner in all project meetings.
- Represent the Company at all times in such a manner as will enhance the reputation of the firm.
- Seek and identify new work opportunities and inform the Director of Operations ("DO") and Business Development of potential projects and current potential clients.
- Assist Superintendent in proper project signage and Company identification.
- Has demonstrated the ability to interact with Owners with positive results.
- Has demonstrated the ability to interact with Architect and Engineers with positive results.
- Has demonstrated the ability to interact with subcontractors with positive results.
- Has an attitude of stewardship that makes them highly approachable by all members of the project team.
- Gain a thorough understanding of all contract documents.
- Assist in ensuring that all requirements of insurance, safety, labor relations, and Equal Employment Opportunity are met.
- Proactively identify and solve problems to minimize risk.
- Understand local labor requirements, availability, and capability for self-perform work.
- Be familiar with all policies and processes as it relates to this position.



- Assist in ensuring timely project completion through project scheduling, expediting of material deliveries, and the management of material document submittals/approvals.
- Assist in developing the logistics and construction plans and work closely with the Superintendent or Senior Superintendent so that appropriate general conditions and trade budgets reflect the proper construction time, means, and methods required to properly execute the work.
- Promote the growth and development of subcontractor and vendor relationships through positive interaction.
- Assist in verifying original quantities using model-based takeoff.
- Gain an understanding of scheduling software and overall schedule of their projects. Once schedule is developed and sequenced, assist the Superintendent in all updates, and management of all subcontractors and vendors to the schedule.
- Assist in enforcing a project-specific quality assurance and workmanship program to include all subcontractors.
- Have a working knowledge of all project plans, specifications, Contract with Owner, Subcontracts, Purchase Orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-built documents.
- Can perform quality surveys.
- Assist in all layout and field engineering in accordance with all project requirements.
- Gain an understanding of all trade contractor's means and methods in accordance with project contract documents.
- Assist in coordinating daily construction activities within existing operating facilities.
- Participate in development and execution of a plan for monitoring and completing punch list items.
- Assist in coordinating all required field inspections.
- Provide technical assistance to all members of project team.
- Take an active role in its personal development to chart a path towards a successful career with the Company.
- Be familiar with all policies and processes as it relates to this position.
- Generate and maintain a consistent sense of urgency throughout the project team and extend sub/supplier team to maintain the energy level required to stay on or ahead of schedule throughout the project.
- Review models including structure, interior and exterior architectural elements, and MEP systems.
- Review and verify "shop drawing" level 3D models for any self-performed work.
- Review models created for constructability issues and solutions for any self-performed work.



- Review and verify dimensioned drawings from the model for field use.
- Calculate quantities for material orders and crew work planning using model data.
- Participate in job layout.
- Gain an understanding of the process to review, approve, and code subcontractor and vendor payment applications and miscellaneous invoices in Viewpoint.

Safety:

- Assist in enforcing a project site specific safety program in accordance with policies and processes, local, state, and federal laws to include all subcontractors.
- Gain knowledge of applicable OSHA requirements and the management of an OSHA site visit and obtain and maintain a current OSHA 30-hour certification.
- Have knowledge of the appropriate way to respond to any project crisis in conjunction with Superintendent and Company Safety Manager.
- Set the example with proper personal behavior when on-site at all times to promote a safe culture intolerant of injuries or negligent behavior that may lead to injuries and a commitment to returning workers home safely each and every day.

Licensure/Certification:

- Preferred achievement of LEED AP.
- OSHA 30 Hour certification.