

BROUGHTON CONSTRUCTION COMPANY, LLC

Job Position: Project Superintendent

Base Location: Washington, DC

Wage Status: Salaried – Exempt

Regular Schedule: 7am-4pm, Mon-Fri

Reports To: Assigned Manager

Last Update: 3-3-2021

GENERAL SUMMARY: Supervises the field construction of projects, including its organization, planning, and scheduling, to complete the work on time, within budget, and to quality specified.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Primary on-site liaison with owners, architects, engineers, subcontractors, industry professionals and community stakeholders for the day-to-day construction activities of the project.
- With project manager, develops and implements overall project schedules identifying the critical path and timely, complete project closeout.
- With assigned company staff, ensures all necessary permits and insurance are in place and kept current for the term of the project, acting as liaison to inspection agencies.
- Participates with PM to manage the General Conditions and General Requirements for the project to maintain budget.
- Manages work in accordance with execution sequencing, design clarifications, deliveries, logistics, and adequate trade staffing levels; manages coordination between subcontractors and Broughton on-site staff workers.
- Manages on-site Quality Assurance/Quality Control (QA/QC).
- Manages construction of mock-ups, inspections, testing and certifications.
- Understands and manages in accordance with contract documents, including drawings and specifications.
- Implements and manages project on site environmental and safety protocols ensuring compliance with standards and all applicable safety codes and regulations. Serves as the on-site safety representative for the project.
- Responsible for field contract administration, daily progress reports; change order control and field subcontractor meetings. Prepares and timely disseminates two-week look-ahead schedule.
- With project staff, ensures that reporting and billing process is timely, accurate and complete as it relates to Work-In-Place (WIP), monthly estimate of work completed, material invoices and subcontractor payment applications.
- Manages for general contractor onsite site security control and implements measures to guard against damage and loss.
- Builds company positive public credibility, good standing and nurtures customer, subcontractor, and community relationships; contributes to identifying and generating new business.
- Consistent demonstration of high standard of personal accountability, integrity, work, and business ethics;
- Participates in the selection, training and performance evaluation of project staff and participates in the pre-qualification and performance evaluation of subcontractors.

MINIMUM QUALIFICATIONS:

- At least eight years U.S. building construction experience with commercial general contractor, which includes at least five years of ground-up, full project life cycle experience as a superintendent for U.S. commercial construction projects typically ranging \$1M-\$20M.
- Bachelor's degree in construction management, architecture, engineering, or related field or additional equivalent construction management experience.
- Thorough knowledge and experience with commercial construction contract documents, drawings, specifications, construction means, methods and materials, building codes, understanding of line and grade and survey methods.

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- Knowledge of construction cost estimating, cost control and basic construction accounting procedures.
- Computer proficiency with Microsoft Office suite, scheduling, and construction management programs. Familiarity to implement technologies such as Building Information Models (BIM) a plus.
- Strong management, leadership and people skills combined with the ability to communicate well and professionally both verbally and in writing.
- Temperament and skills to resolve conflict, work effectively under pressure and adapt to changing conditions and diverse cultures.
- Flexibility to work varying work-shifts and periodic extended days or hours to meet project schedules.
- OSHA 30 Construction Safety Certification.
- Valid driver's license, reliable transportation, and availability to work as company assigned jobs site throughout region.

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 daily for the duration of the workday. For most of the regular 8-hour workday, the physical requirements include the ability to stand, walk, stoop, kneel, crouch, crawl and climb permanent and temporary stairs and ladders, passenger use of construction personnel hoists, ability to negotiate work areas under construction; lift, carry, reach, push and pull. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to distinguish between colors and adjust focus. Performing this job requires the use of hands to finger, handle, or feel objects; ability to operate hand tools, controls, and keyboarding; speaking and hearing (bells, whistles, etc.); and ability to periodically lift and/or moves up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works at construction site where throughout the workday the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions, unconditioned interior space, and hazardous conditions. The noise in these work environments is usually moderate to very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.