



Job Description and Duties of Construction Superintendent

Department: Construction

Status: Exempt

Reports to: CFO/CEO

Schedule: Varies

Job Description: The Site Superintendent will manage field operations for development projects from inception through completion. This is a salaried position and will be paid based on experience, knowledge and ability to manage multiple projects.

Physical requirements:

- Stand, walk, bend, stoop
- Lift up to 100 lbs.

Skills/Qualifications:

- Minimum of 5 years experience with landscape, concrete, irrigation and construction production techniques
- Minimum of 5 years managing and leading construction production teams
- Expert knowledge of construction tools, machinery and equipment
- Strong work ethic
- Effective verbal and written communication skills
- Ability to prioritize and multi-task in a fast-paced environment
- Bilingual (Spanish) a must
- Customer service experience
- Document management;
- Attention to detail;
- Time-management, prioritization and organizational skills;
- Ability to type and operate standard office equipment on a daily basis;
- Observant, analytical, inquisitive and attentive.

Duties

- Develop and maintain long-term relationships with customers, focusing on both the main contact as well as the next level above and below
- Develop and maintain a schedule to perform “site walkthroughs” during formal meetings with customers to ensure quality and service expectations are met
- Lead and facilitate or assist in the resolution of customer problems or concerns
- Coaching, evaluating and training staff and field workers in the performance of landscape construction services
- Inspecting all field work; analyzing and resolving problems

- Managing labor force to ensure labor budgets are on track
- Maintaining accurate daily and weekly Foremen and Superintendent activity logs; updating production tracking reports and generating other related reports as needed
- Managing equipment utilization on projects, equipment storage and maintenance
- Ensuring that all construction services are delivered according to contract specifications, within budget and on schedule
- Meeting and exceeding the expectations and requirements of external and internal customers – working with staff to ensure same
- Working collaboratively with others; fostering a positive “people oriented” environment
- Evaluating employee safety data and promoting safe work practices or conditions; ensuring employees attend weekly safety meetings
- Demonstrating role model behaviors on ethics and integrity as well as positively promoting Company culture