



Multi-Family Construction Superintendent

Summary

Sky Lake Construction is a residential construction company that specializes in building quality homes in large subdivisions in DeSoto County. The Superintendent's primary role is to provide on-site supervision, coordination, and quality control for all phases of our residential construction projects. This includes coordinating and scheduling subcontractors, materials, equipment, and inspections. This person is responsible for ensuring that specifications strictly follow our high-quality standards and work is proceeding on schedule and within budget.

Major Responsibilities:

- Manage tasks at possibly multiple job sites simultaneously
- Walking all job sites regularly and maintain a daily log of activities
- Monitor job site's safety and ensure that the job site is always kept clean and organized
- Ensure that subcontractors are fully executing and complying with their contracted scope of work.
- Identify deficient work and ensure the subcontractor has corrected any deficiencies
- Always communicating and helping to resolve RFI's, change orders, problems, areas of concern, miscommunications, suggestions for solutions, etc.
- Assist with client walk-throughs along with punch-out and warranty
- Maintain a good relationship and communication with the project manager, team members, subcontractors, vendors, and customers
- Verify and confirm material lead times and purchase orders as needed to maintain an efficient schedule
- Verify that all required materials, fixtures, etc., are on the job when needed
- Identify and coordinate areas of work that are outside of subcontracted scope
- Identify conflicts in construction progress and provide resolutions
- Perform job progress and complete punch lists
- Assist in obtaining permits or approval of revisions

Knowledge, Skills, and Abilities:

- Directly supervise the work of 30+ subcontractors and vendors
- Must be able to read and interpret construction plans
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Physically able to walk entire job sites, endure extreme weather conditions, climb stairs or other elevated structures, lift up to 100 lbs., and stoop, kneel, crouch, or crawl
- Able to solve conflict, listen without interrupting, control emotions, and remain open to others' ideas and tries new things
- Listens and gets clarification, responds well to questions, and gives and welcomes feedback
- Prioritizes tasks, uses time efficiently, organizes or schedules other people and their tasks and develops realistic action plans in order to complete work on schedule and increase productivity
- Reacts well under pressure and treats others with respect regardless of their position

- Accepts responsibility for own actions and follows through on commitments
- Demonstrates accuracy and thoroughness and meets productivity standards
- Observes safety and security procedures, uses equipment and materials properly, and reports potentially unsafe conditions
- Adapts to frequent changes, delays, unexpected events and manages competing demands
- Arrives at work on time, commits to extra hours of work when necessary and ensures work responsibilities are covered when absent

Education and/or Experience:

- Minimum of three years construction experience, thorough knowledge of trades. Experience in residential construction is preferred.

Pay & Benefits:

- Salary: \$60,000 - \$85,000, based on experience
- Bonuses
- Company work truck provided for job site visits
- Paid time off (sick, vacation, and holidays)
- Comprehensive benefits package

Schedule:

- Ranges from 8 to 10 hour days starting at 7am.
- Monday to Friday. Saturday on occasion.

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