



Position Title: Site Superintendent
Immediate Supervisor: V. P. of Operations
Scheduled Hours: Flexible (including weekends and holidays)
Full-time

OVERALL RESPONSIBILITIES:

Responsibilities include managing site safety, managing multiple trades on commercial construction projects, and maintaining quality control.

ESSENTIAL FUNCTIONS:

- Responsible for managing groups of sub-contractors, tradesmen and laborers in the execution of projects from start to finish which may include, but are not limited to, designing, estimating and ordering of materials
- Must be a team player and maintain a quality team environment
- May be required to assist and/or take over line level tasks at any given time throughout the course of a project
- Act as a communication liaison between First Finish, the client and sub-contractors
- Manage strict timelines and schedules to facilitate meeting daily and weekly goals
- Conduct daily and weekly meetings to include, but not limited to,:
 - Pre and post-construction meetings
 - Daily and weekly production meetings
 - Weekly safety meetings
- Conduct hands on training for assistants and laborers in relation to the task at hand
- Conduct documented pre-existing damage inspections
- Comprise daily and weekly plans and actions
- Must compile and maintain daily and weekly administrative reports as outlined in superintendents manual
- Accountability and inventory of all equipment and supplies as related to all facets of a renovation
- Responsible for security and well being of entire renovation area
- Know the procedures for emergency evacuations and be prepared to assist the client should the need arise
- Maintain site documentation in an organized manner
- Other duties as required

EXPERIENCE:

- Must have strong knowledge in all areas of construction and renovation projects
- Must be able to multi-task.
- Experience in supervising concurrent projects within one project
- Previous schedule management is essential
- Must be familiar with the use of hand and power tools related to construction and general construction practices
- Has been in a construction supervisory position for a minimum of 2 years
- Minimum of 5 years experience in the construction/renovation field
- Must be capable of reading and understanding blueprints, specifications, engineering reports, etc
- Prolog or MS Project preferred

PHYSICAL REQUIREMENTS:

Must be capable of:

- Frequent walking
- Lifting up to 40lbs.
- Bending at the waist and knees
- Climbing ladders up to 10'
- Reaching a height up to 7'
- Good hand-eye coordination

Submit your resume to info@firstfinish.net for consideration.

First Finish is an equal opportunity employer- M/F/D/V