



## **Retail Project Superintendent**

The superintendent is responsible for ensuring safety, schedule delivery, site logistics, pay request reviews, the quality of work performed, and adherence to budget of the construction project. Provides managerial oversight to a construction project including managing assistant superintendents, field engineers, and interns; additionally, lead, direct and coordinate the work of subcontractors.

Superintendent must to be able to multi-task, be a master at managing time and communicate well with a variety of different personalities. A strong knowledgeable regarding construction methods, materials, and regulations including building codes and OSHA regulations.

This role is based remotely in Tustin, CA. You must be willing to travel up to 80% of the time throughout Southern California and may require extended overnight stays.

### **POSITION RESPONSIBILITIES AND DUTIES:**

- Review all design documents, submittal information, shop drawings, and issue and coordinate RFI documentation through the project engineer to the architect and/or engineers
- Participate in the development and updates of the project schedule
- Monitor the installation of all BMP's to ensure compliance with the SWPPP documents
- Inspect all materials, MSDS sheets and equipment delivered to the jobsite
- Inspect subcontractor's installation and workmanship to ensure compliance with the plans and specifications
- Prepare daily status reports and maintain records of all inspections and tests
- Update and maintain the as-built drawings daily
- Coordinate the weekly safety meetings and take meeting notes of each meeting
- Implement the quality control procedures as outlined in the INDECON Quality Management Manual. Fill out the necessary forms for each of the subcontractors' activities to ensure the highest level of quality control
- Take responsibility for supervising and coordinating all field employees
- Determine the sequence of construction operations to ensure materials and equipment are being installed consistently with the project manager's directives, subcontractor agreements and the established construction schedule
- Maintain the performance of the subcontractors at a level consistent with the established construction schedule
- Ensure all work, whether performed by subcontractors or INDECON self-perform group meets the highest standards of quality workmanship
- Receive and properly store all construction materials and equipment which are delivered to the jobsite
- Maintain assigned equipment in good working order and conduct field repairs as may be necessary to maintain operation equipment
- Schedule equipment to achieve maximum utilization and to minimize the rental cost
- Ensure all on-site activities are carried out in strict accordance with the company's Loss Control Manual and all applicable OSHA safety regulations
- Maintain orderly work areas that are secure from unlawful intrusion and protect the public
- Fill out the daily report form in detail by the end of each day



- Provide excellent customer service, including accommodating customer's needs in a professional and courteous manner

**OBJECTIVE OR GOALS TO MEASURE PERFORMANCE:**

- Zero accidents and consistently safe jobsite for all personnel and subcontractors
- Ensure project meets the high standard of quality control on the final inspection and zero punch list
- Increased efficiency of installation compared to the master construction schedule for on-time delivery to client
- Consistently clean and organized construction site
- Overall profitability of each project

**KNOWLEDGE, SKILLS & ABILITIES**

- You are a self-starter with strong analytical, mathematical, written and communication skills, and ability to work in Microsoft - Outlook, Word, Excel, and Microsoft Project.
- Working knowledge of construction management software packages including BIM, Suretrak, P6
- Excellent time and project management skills with the ability to run multiple projects ranging in size and complexity.
- Strong leadership skills with the ability to lead others and work with cross-functional teams with a positive can-do attitude
- Knowledge of all federal/local laws and regulations, quality control, safety standards, and SWPPP BMP's
- Ability to read and interpret blueprints, maintain as-built drawings, and perform schedule maintenance

**REQUIRED QUALIFICATIONS**

- 8+ years' experience in commercial and at least 5 years of retail construction experience
- 30-hour OSHA Certification

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:**

- Requires frequent stooping, bending, crouching, reaching, handling, sitting, standing, walking, and lifting 25 or more pounds; occasionally climbing and carrying
- Constant finger dexterity and ability to hear, talk, and possess depth perception
- Occasional exposure to dust, fumes, and both internal and external environmental fluxuations, including but not limited weather conditions
- Noise intensity level is moderate