



ASSISTANT SUPERINTENDENT

JOB DESCRIPTION

Responsible for assisting Project Superintendent with monitoring activities at assigned construction sites. Inspects construction site daily and secures as required. Works with subcontractors/vendors to schedule deliveries/coordinate offloading and distribution of delivered materials. Responsible for reviewing specifications or drawings and ensuring that construction progresses as scheduled and contract specifications are adhered to. Works to ensure that all state, federal and industry codes or specifications are followed. Also reports to Project Superintendent any deviations and works on corrections. Works in a safe and timely manner with the best quality possible.

DUTIES & RESPONSIBILITIES

- Willing to travel.
- Work closely with the Project Superintendent to ensure job specifications and details are met.
- Take daily manpower counts of each trade on assigned construction site and report to Project Superintendent.
- Field Layout to determine material type or sizes then prepare itemized lists.
- Review received material to ensure proper quantity and quality are received.
- Coordinate subcontractor/vendor shipments once onsite for expeditious and proper offloading.
- Analyze blueprints and be able to layout building structure/finishes accordingly.
- Review material received for correct specifications.
- Assist in resolving any problems with materials that are not correct or have been shipped out of sequence.
- Analyze blueprints, specifications, shop drawings, and other documentation to prepare for installations.
- Ensure that assembly and installation is correct and to specifications.
- Identify job site safety hazards and communicate hazards to Project Superintendent.
- Other duties as assigned.

QUALIFICATIONS

- Preferred or a minimum of two (2) years of experience working in the field.
- Must have good communication skills, verbal and written, with all levels from client, management to workers and subs.
- Must be able to read, write and communicate clearly with supervisor/co-workers/clients/vendors and take direction from site manager.
- Must be able to utilize basic math and read/operate precision measuring equipment.
- Ability to read and interpret blueprints, operating and maintenance instructions, shop drawings, procedure manuals and safety rules.
- Candidate will be required to pass a drug test and criminal background check based on job location/requirements.