



**Position Available: Project Superintendent**

***Function of Job:*** Plan, coordinate, and supervise new construction and remodeling of existing buildings.

***Duties and Responsibilities:***

- Organizes, coordinates, and supervises the work of the Foreman, Sub Foreman, and/or craft employees on construction projects.
- Determines work priorities and coordinates work activities within the design area and/or with others outside of the office; apportions work among employees according to abilities or specialized training.
- Coordinates new construction and major remodeling, which involves scheduling meetings and reviewing project documents (i.e. contracts, specifications, blueprints) as necessary.
- Collaborate with administrators on the supervision of all work operations.
- Keeps cost records on work performed and materials; is responsible for the control of costs.
- Exercises control over rate of construction progress in order to complete construction project within time limits; schedule jobs and operations.
- Estimates materials needed for specific jobs; estimates manpower needed for specific jobs.
- Lead inspection and commission of day to day construction work to enforce conformity to specifications.
- Supervises craft supervisors, clerical staff, and other personnel employed in construction work.
- Acts as an adviser on job related problems
- Deals with individuals demanding information or services, such as agencies, department heads, or others.
- Performs other related duties as assigned.

***Credentials/Qualifications:***

1. High School Graduation or equivalent
2. Any combination totaling four years (48 months) from the following categories of experience:
  - a. Work experience in building construction, remodeling, or construction project coordination.
  - b. College or vocational course work in the area of construction project coordination, building construction or closely related field:
    - 30 semester hours equals 1 year (12 months)
    - Associate Degree (60 semester hours) equals 2 years (24 months)
    - 90-semester hours equals 3 years (36 months)
    - Bachelor's Degree or higher (120 semester hours) equals 4 years (48 months)
3. Two (2) Years of supervisory experience in building construction trade.

***Personal Attributes:***

- Knowledge of all phases of building construction, including work commonly done by the various building crafts
- Knowledge of electrical, mechanical, and structural systems
- Knowledge of building materials, tools, and machines
- Knowledge of building material costs and wages
- Supervisory ability
- Ability to read blueprints and specifications for building
- General computer, writing, communication, and interpersonal skills
- Ability to work in a team setting

If you are interested in applying, please email your resume to [hr@delkoconstruction.com](mailto:hr@delkoconstruction.com).