



Superintendent Job Description

Job Summary

JMA practices within a culture of stewardship. The role of the Project Superintendent is to act as steward to our clients, our subcontractors and our employees. The Project Superintendent supervises, schedules, organizes and documents the day-to-day activities of his/her jobsite. Responsibilities include management of both JMA and subcontractor crews, scheduling, jobsite safety, document & information management, time & cost tracking, and the complete, accurate and safe execution of project plans and specifications. Effective communication, strong interpersonal skills and team mentality are essential. The Superintendent teams with his/her Project Manager and reports to JMA's President/Vice President. Unlike other organizations the superintendent and project manager are equal peers. The Superintendent and Project Manager are equally accountable for client satisfaction, meeting the project budget, schedule, and documentation.

Qualifications and Skills

- 5 years of experience in the position of Superintendent. Bachelor's Degree from an accredited 4-year university in Construction Management, Civil engineering, Architecture, or related field will be considered in combination with field experience.
- Complete and detailed understanding of project drawings, specifications, and details.
- 10 Hour OSHA certification. Complete understanding of safe building practices and dedication to a culture of safety.
- Highly organized, especially with regard to record keeping, cost tracking and time management.
- Proficiency in Microsoft Office™, Bluebeam™/Adobe™, P6 (Primavera™) and Procore™ (or similar project management software).
- Internally driven and autonomous. Motivated to deliver results accurately and fairly.