

Superintendent - Tenant Improvement

Title: Superintendent – TI
Reports to: Project Executive; General Superintendent – TI
Supports: Field; Project Executive; Project Manager; Project Engineer

Summary

The construction Superintendent coordinates all site construction activities and supervises all field personnel as required to successfully complete the project on schedule. This includes maintaining the highest quality, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities.

Essential Duties and Responsibilities:

- Manage all field activities.
- Ensure that subcontract's staffing levels are consistent with that required to maintain the project schedule.
- Ensure that work is being done in compliance with plans and specifications.
- Address any subcontractor design questions via the RFI process.
- Maintain daily job site work records.
- Ensure overall job quality, safety and cleanliness.
- Ensure all jobs are finalized and closed out promptly, especially with regards to Punch Lists
- Work nights, weekends, holidays, etc. as required by the project.
- Coordinates and supervises all construction activities.
- Directs all field personnel to achieve completion of the project on schedule, with quality workmanship that conforms to original plans and specifications.
- Maintains construction schedule, identifies and solves problems.
- Orders materials and schedules inspections as necessary throughout the process.
- Maintains positive relationships with customers, contractors, suppliers and other employees.
- Supervises completion of a final punch list.
- Maintains up to date job site daily's and weekly tailgate meetings.
- Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately.
- Ensures all company employees and contractors are adhering to the company safety policy.
- Maintains an organized job site, including the construction office.



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San Francisco

Silicon Valley

License 727637

Knowledge, Skills and Abilities

- Experience in the implementation of Tenant Improvement facilities.
- Candidate shall have experience in scheduling.
- Strong interpersonal skills.
- Strong technical writing skills.
- Ability to work in integrated team environments.
- Self-motivator and self-starter.
- Strong work ethic.
- Strong organizational skills.
- Strong client relationships.
- Strong interpersonal skills.
- Maintain a professional and presentable appearance at all times.
- Candidate shall currently reside in the Bay Area and shall have worked as a superintendent for a minimum of the last 5 years.
- Candidate shall have an excellent working knowledge of the permitting and inspection process with the various bay Area Jurisdictional authorities.
- Candidate shall be able to review drawings and specifications.

Experience and Education

Minimum 8-10 years Superintendent experience in Tenant Improvement construction. Graduation from an accredited four-year college or university preferred or related experience. LEED accreditation preferred.

Physical Demands

The employee must be able to utilize a computer to perform data entry, word processing, and spreadsheet operations. Employee must be able to communicate effectively with management, staff, and outside entities. The employee will be required to safely walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

While performing the duties of this job, the employee may be exposed to outside weather conditions at job sites, including wet and/or humid conditions, cold, and heat. For renovation work, hazardous material or conditions may be present in the existing building. The noise level at these sites may be unusually loud at times. Job sites are typically dusty.

Resumes:

Interested candidates meeting the above requirements are encouraged to submit their detailed resume to Company's Human Resources Department at jobs@skylineconst.com . **No recruiters please.**