

Date: 10/2023

Subject: Superintendent Job Description

Job Summary/Objectives:

The Superintendent at Oelrich Construction, Inc plays a crucial role in overseeing the successful completion of construction projects. This position involves coordinating all aspects of construction projects, ensuring adherence to specifications, schedules, and budgets, and maintaining excellent client relationships. The Superintendent is responsible for job site safety, quality control, and project schedules while serving as the main point of contact for project-related communications.

Essential Functions / Job Duties:

- **Professionalism:**

- Represent Oelrich Construction professionally on and off the job site.
- Mentor team members in providing proactive customer service with strong communication skills.
- Provide leadership and guidance to the project team, ensuring control, consistency, and communication are maintained.

- **Project Management:**

- Master all duties of a Field Engineer and Assistant Superintendent.
- Manage multiple projects concurrently, taking ownership from handoff through warranty completion.
- Collaborate with potential clients and support business development efforts.
- Create and maintain project schedules, conduct project-related meetings, and lead the project team.

- **Site Safety:**

- Ensure job site safety by adhering to and enforcing OSHA regulations.
- Monitor personnel for proper identification and background requirements.
- Oversee safety protocols for others on the job site.

- **Additional Functions/Duties:**

- Ensure secure opening and closing of project sites daily.
- Prepare for unusual weather conditions.
- Provide mentorship and feedback for team members' professional growth.

- Maintain required certifications and seek professional development opportunities.
- Collaborate and present to potential clients.
- Adapt to different roles within the field or project team when required.

Education, Experience, & Certifications:

- **Education & Experience:**

- Bachelor's Degree in Construction Management or related field preferred.
- 3-5 years of construction management experience; related experience can substitute for education.

- **Computer Skills:**

- Proficiency in Microsoft Office, Bluebeam, and Vista Teams.
- Experience with Bluebeam, Procore, Vista, or similar products is preferred.

- **Certifications/Licensing:**

- OSHA 30 Certification.
- CPR/AED/First Aid Certification.
- Advanced Maintenance of Traffic (AMOT).
- Infection Control Risk Assessment (ICRA).
- Core Concepts in Biomanufacturing & Quality Systems (cGMPs).
- LEED Certification is preferred.

Knowledge, Skills, & Abilities:

- Basic knowledge of construction principles, techniques, and procedures.
- Strong organization, problem-solving, and multitasking skills.
- Excellent oral and written communication.
- Ability to make sound judgments and maintain professionalism.

Additional Skills:

- Strong customer service, team orientation, and interpersonal skills.
- Effective communication and diplomacy.
- Excellent organization and time management.
- Analytical problem-solving and decision-making.

Language Skills:

- Ability to read, write, and speak effectively.

- Interpret documents, construction plans, and communicate with diverse groups.

Mathematical Skills:

- Basic math, algebra, and geometry skills.
- Calculate figures, proportions, percentages, etc.

Other Qualifications:

- Dependable transportation and a valid driver's license.
- Able to pass a background check.

Physical Activities:

This position involves work both indoors and outdoors at construction sites. Overtime and occasional weekend or holiday hours may be required.

Compensation:

- Salary range: \$70,000 - \$100,000.
- Additional benefits include paid vacation and sick time, paid holidays, 401k contribution, health insurance, life insurance, company-provided cellphone, auto allowance, fuel allowance, training and certification coverage, and incentives.
- Medium-sized company offers high visibility and growth opportunities.

Oelrich Construction, Inc's core values of Integrity, Professionalism, Proactive, Loyalty, and Confidence are central to this role, ensuring a lasting legacy in every project and professional construction management services for complex clients.