

SUPERINTENDENT ESSENTIAL FUNCTIONS:

The Superintendent is responsible for the day-to-day oversight of all assigned projects, including but not limited to, materials procurement, scheduling, site safety, and quality assurance. The Superintendent is also responsible for working closely with occupants and property owners throughout the process to ensure the highest level of customer satisfaction.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Represent Spyder Construction on premises. Serves as liaison between office and the field as primary resource on site to answer all questions about work being performed and status of the project.
- Have full comprehension of the plans, specifications, and scope of each project and communicate any discrepancies or potential issues with Project Manager
 - Attend project kick-off meeting scheduled by project director with customer
 - Attend a pre-con scope walk with the project manager to identify site plan and execute proper site set up
 - Attend OAC meetings scheduled by the Project Manager prepared to update team members of status of project and potential challenges
 - Attend project reviews scheduled by the Construction Manager prepared to update team members of status of project and potential challenges
 - Lead all project walks including demo, rough, pre-paint, punch, and final
 - Know all the stakeholders and their roles
- Maintain clear communication by providing daily project updates keeping project team and owners informed of progress and potential challenges and documenting all relevant information pertaining to the project
 - Obtain and properly save pre-con job photos and take additional as needed to document project status throughout the construction process
 - Complete and manage punch-list and drive open items to completion
 - Maintain RFI log
 - Document project status by ensure Dropbox files and folders are updated with current and relevant information pertaining to each project
- Directly supervise labor on projects ensuring project work meets Spyder's standards of workmanship and quality control. Maintain positive and mutually beneficial relationships with our vendor network. Provide constructive feedback if necessary.
- Own project schedule to ensure timely project completion including maintaining and distributing 3-week look ahead schedule throughout the project duration
- Ensure all field inspections are scheduled and walk site with inspectors and trade foreman. Drive inspection issues to closure
- Adhere to all OSHA and Environment regulations and complete daily site safety inspections. Be an ambassador for jobsite safety.
- Take pride in projects and ensuring and clean and safe job site. Manage the storage of all materials for the project. Ensure maintenance of roll-off and temporary restroom facilities. Maintain relationships with all neighbors to head off any potential issues
- Manage multiple projects as needed



SUCCESSFUL SUPERINTENDENTS AT SPYDER CONSTRUCTION ARE:

- Representatives of the company's high standards of quality
- Hardworking and proactive problem solvers who conduct themselves with a high degree of maturity and professionalism
- Excellent communicators
- Able to remove roadblocks and adapt & overcome when presented with challenges
- Effective at conflict resolution
- Manage time and schedules effectively
- Committed to safety