

Project Superintendent - We offer a competitive compensation package and opportunity for growth!

At Hamilton Stern, we understand that true success is not only in the finished space; it's in the relationships we make and the foundation of honesty and trust that we build with each project.

- By building dedicated teams to personally serve each project, whether large or small, we never lose touch with our client's vision.
- We believe in quality craftsmanship, professional integrity, safety and personal trust.

The Project Superintendent is accountable for the entire construction project from setup to completion, by providing the knowledge, skills and experience to run day-to-day operations on the job site. The Project Superintendents' top priority is site coordination, working closely with the subcontractor(s) to ensure that they are always focused on quality and workmanship that meet industry standards. The daily direction and coordination of the project by the Project Superintendent ensures that the work is carried out safely, accurately, within budget and on schedule.

Key Responsibilities:

Safety:

- o Leads by example following all OSHA and Hamilton Stern Construction (HSC) rules and regulations.
- o Responsible for overall safety of employees, subcontractors and public on project.
- o Prevents /stops unsafe acts by others.
- o Conducts weekly safety inspections.
- o Pre-plans for upcoming activities that require specific safety measures.

Schedule:

- o Reviews the overall project schedule with HSC management noting potential problems and opportunities for improvement.
- o Manages overall schedule of the project.
- o Creates, maintains and communicates 2 or 3 week look ahead schedule. Ensures subcontractors are scheduled timely.
- o Creates, maintains and communicates material delivery schedule. Ensures materials, labor and equipment are scheduled timely.

- o Finds ways to improve project schedule.

Quality:

- o Knows all aspects, scopes and requirements of project.
- o Demands a high level of quality by inspecting and correcting deficiencies.
- o Reviews and becomes familiar with all drawings, submittals, contracts, subcontractor scopes, specifications, owner proposal and other project documentation.
- o Follows through on punch-list and quality assurance programs.

Communication:

- o Displays dedication to customer satisfaction.
- o Understands customer's expectations and maintains a positive relationship with customers, architects, engineers and designers.
- o Communicates schedules and updates to subcontractors, owners, HSC management and suppliers.
- o Completes Daily Reports.
- o Motivates HSC employees and subcontractors.

Cost Control:

- o Displays dedication to overall company profitability.
- o Effectively challenges change orders and missed scope with subcontractors.
- o Notifies HSC management of changes and extras to the project.
- o Immediately identifies any unreimbursed change orders and develops strategies to minimize cost impact.
- o Manages time and materials (T&M) work closely and seeks approval for T&M work that exceeds the budget.
- o Manages material to minimize waste.

How to Apply: Qualified candidates should submit a cover letter and resume to alee@hamiltonstern.com or apply on ZipRecruiter.