

JOB DESCRIPTION/DUTIES

Prepared For: Project Superintendent

Summary:

L.D. Docsa is a self-performance construction company performing an average of up to 70% of the work with our own forces. The position of Project Superintendent plays a significant role in our success. This role involves an array of duties including; organization, work methods, scheduling, cost control, conformity with drawings and specifications, workmanship, and oversight of jobsite workforce. In addition, maintaining a positive relationship with our clients, engineers, subcontractors, suppliers, and staff. Experience in the water and wastewater industry is preferred.

Duties and Responsibilities:

- Jobsite supervision to oversee all subcontractors and trades
- Develop, update, and implement project schedules with Project Manager
- Implementation of quality control program
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures in accordance with our safety policies and procedures.
- Assist in project constructability and value engineering, as appropriate
- Expedite and monitor material and equipment approval
- Oversee job closeout: Provide Owner occupancy training, develop and implement a plan for project completion and turnover
- Administer progress meetings
- Manage contract administration (subcontractor/field management meeting for communication)
- Develop a program to maintain good client relations involving staff on site
- Initiate and attend regular supplementary meetings with the client for problem resolution and planning
- Change order recognition and management to include review and negotiation where necessary.
- Direct and coordinate activities of project personnel to ensure project progresses safely, on schedule, and within prescribed budget
- Overall management and coordination of all construction activities on project site. Direct and coordinates activities of project personnel, subcontractors, consultants, and vendors to ensure project progresses safely, on schedule and within budget
- Review and oversight of daily reporting requirements ensuring thorough and quality reports are submitted, including daily reports, two-week look ahead scheduling, and tool-box talks/JSA reporting

Active Skills:

- Active listening skills
- Demonstrated ability to lead and mentor team members
- Effective written and verbal communication skills
- Ability to read and interpret construction drawings and specifications
- Advanced knowledge of construction scheduling, cost control, and ability to direct and supervise large teams
- Ability to multi-task, prioritize, and work independently as well as in team environments, often under tight deadlines in a dynamic, fast-paced work environment
- Basic computing skills; Outlook, Google, Word, Excel, Bluebeam, etc.

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Ideal Qualifications:

- Education and experience: Bachelor's degree in Construction Management or Engineering, preferred, and at least 7 years of industrial/heavy construction experience. OR 20 years of field experience in the industrial/heavy construction sector.
- Must be a highly motivated self-starter with the ability to fulfill job responsibilities under minimal supervision
- Construction background: Expert knowledge of construction means and methods
- Certifications: OSHA 30 Hour certified
- Eye for Details: Accuracy is critical for success in this role. Candidate must have superior organizational, communication (both written and verbal) and decision-making skills.
- Willing to Travel: The majority of our projects are within a 2-hour drive of Kalamazoo. Overnight travel may be required and will be compensated. However, out of state work is a possibility and extended remote project durations are possible. Compensation is higher in these type of situations. We strive to create a positive work-life balance and place team members on projects with consideration given to their location of residence.
- Trust: Candidate must be able to maintain confidentiality and use discretion in dealing with sensitive matters.
- Embodiment of our corporate values: Integrity, Accountability, Teamwork, and Communication

Applicants are to send resume and cover letter to jlovell@iddocsa.com.