

SUPERINTENDENT JOB DESCRIPTION

COMPANY OVERVIEW:

Since 1972, Donlar Construction Company has provided superior General Contracting, Construction Management and Design-Build services to a wide range of private and public clients. With over 50 years of experience in the industry, Donlar has specialized in the areas of educational, medical, senior living, religious, municipal, and industrial construction. The Donlar heritage is founded on customer satisfaction through dependable service. Our work speaks most clearly about who we are and represents the capability expected from your builder—quality, integrity and service.

JOB OVERVIEW: We are seeking a site Superintendent to join our team.

RESPONSIBILITIES:

- Work closely and communicate with Project Managers, architects, owners and other team staff to carry out the project's necessary field related operations.
- Manage overall construction schedule to ensure on-time completion
- Coordinate all subcontractor and vendors, problem solve and provide guidance as needed.
- Verify subcontractor completes the assigned scope of work and materials meet specifications
- Ensure craft productivity and efficient use of materials and equipment
- Inspect work in progress to ensure workmanship is following specifications and schedule.
- Work with city officials in requesting and coordinating applicable inspections
- Study production schedules and estimate worker hour requirements for completion of job.
- Prepare reports on progress, materials used and costs, and adjust work schedules as indicated by reports.
- Advise Project Managers and Project Assistants of any issue associated with project.
- Assure all personnel are familiar with and adhere to safety regulations and that trailers have copies of personnel policies and Job Safety Data Sheets/MSDS.
- Develops relationships with past, present and future clients.
- Communicate with subcontractors and Labor representatives to resolve project work force complaints.

QUALIFICATIONS:

- 5-10 years of related experience, training, or equivalent combination of education and experience.
- Valid driver's license
- OSHA 30
- Knowledge of Project Management & scheduling software, Excel, Word and Outlook.
- Strong aptitude with attention to detail, self-disciplined and a sense of urgency.
- Excellent written and verbal communication and interpersonal skills.
- SWWP Certified preferred.

SALARY: Depends on Experience

Submit written resume, including salary requirements to:

Donlar Construction Company
550 Shoreview Park Road
Shoreview, MN 55126
hr@donlarcorp.com

Donlar Construction Company is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

