

## Superintendent

Leads, directs and coordinates the work of subcontractors and/or Venture trade labor. The Superintendent is responsible for ensuring safety, schedule delivery, quality of work performed and adherence to budget of the project. The Superintendent has supervisory responsibility for Assistant Superintendents, and trade labor in his/her area of responsibility.

Reports to: Project Manager

### Key Duties and Responsibilities:

Overseeing and making decisions related to the performance of work related to scheduling, delivery, logistics, quality control and trade performance.

Overseeing work among assigned trades to promote a coordinated project operation. Resolving local area problems regarding procedures, precedence, design clarifications, adequate labor and equipment, schedule and all other appropriate matters.

Managing the overall site safety program as required and ensuring subcontractor compliance with Venture standards and all applicable safety codes and regulations.

Manage the relationship with all authorities with jurisdiction over the project; conduct all inspections, testing and commissioning necessary for full acceptance by the jurisdictions and the Owner.

Supervising and developing Assistant Superintendents, and others as assigned, including providing input on or completing performance appraisals.

Creating schedules and determining sequencing of work. Developing and implementing recovery strategies to maintain project schedule. Conduct weekly scheduling and last planner meetings with the key subcontractors.

Communicating with owners and architects/engineers in connection with field issues. Investigating and resolving such issues.

Managing the billing process as it relates to work in place and overseeing the monthly estimate of work completed, payrolls, material invoices and subcontractor payment applications.

Managing the work to ensure that it is installed in compliance with and conforms to the approved contract documents.

Support the Project Manager on project P&L, insure projects budgets are managed to meet company expectations, projections for work to complete are accurate, and best efforts are used.

Position Requirements: Bachelors degree plus a minimum of ten to fifteen years related experience or an equivalent combination of education, training and/or experience. The right candidate for this job will have demonstrated interpersonal skills with a variety of individuals and groups, owners and owner's representative, architects, engineers, subcontractors, individual employees, jobsite teams, and company executives. Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office and Project, Primavera software. LEED AP and OSHA 30 certifications preferred.

Venture General Contracting is an Equal Opportunity Employer and offers a competitive compensation package including 401(k), insurance benefits, and a bonus pay program.