



JOB DESCRIPTION

JOB TITLE: Construction Superintendent – Traveling

EMPLOYER: Bear Real Estate Group

DEPARTMENT: CMA

REPORTS TO: General Superintendent

EFFECTIVE DATE:

SUMMARY: Construction Management Associates, Inc. (CMA, Inc.) is hiring a Traveling Construction Superintendent to handle needs for its Multi Family projects. The position requires an understanding of various project management skills. This person should be able to oversee the day to day activities of the entire construction project as it relates to the construction and/or rehab of new wood framed duplex's and apartment buildings, everything from site work to building turnover. This is a traveling superintendent position and would be stationed on one project at a time throughout the Midwest or South.

DUTIES AND RESPONSIBILITIES:

The Superintendent will be responsible for all functions of the job site as it relates to day to day on-site construction activities. The position must be able to manage multiple projects and multiple subcontractors from site development through occupancy while monitoring job costs, construction quality and scheduling.

- Initial Job Site Set Up (Construction Fence, Trailer, Temp Elec, etc)
- Plan and direct construction activities of the Subcontractors, Laborers, and other staff as assigned
- Responsible for construction and presentation of the project in a timely manner
- Scheduling of all subcontractors
- Approves work being performed by subcontractors and handles any issues that may arise.
- Monitor project to ensure it is built per plans and specifications.
- Prepare and Submit Daily Field Reports
- Assist with the preparation of RFI's
- Maintain a safe work site by implementing good housekeeping regulations and safety requirements, enforcing safe work habits and observing OSHA and any state-level agencies` regulations
- Monitor site cleanliness
- Conduct detailed inspections after each trade has completed its tasks and before any work is authorized for payment
- Work with appropriate city officials and inspectors as needed
- Perform checklists and reports that aid in controlling aspects of the construction process under his or her responsibility

- Prepare punch-list for each project and ensure that all punch-list items have been completed prior to customer orientations/occupancy
- Manage project close-out and final documentation

QUALIFICATIONS:

- 5+ years of solid hands-on experience with a GC or with a developer as a Superintendent
- Knowledge of local Building Codes is required
- OSHA certified
- Knowledge of Project Management Scheduling Software
- Knowledge with Excel based Project budgets

COMPETENCIES:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally/Frequently/Continually required to stand
- Occasionally/Frequently/Continually required to walk
- Occasionally/Frequently/Continually required to sit
- Occasionally/Frequently/Continually required to utilize hand and finger dexterity
- Occasionally/Frequently/Continually required to climb, balance, bend, stoop, kneel or crawl
- Occasionally/Frequently/Continually required to talk or hear
- Occasionally/Frequently/Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally/Frequently/Continually required to lift/push/carry items less than 25 pounds/ up to 25 pounds/ up to 50 pounds/ more than 50 pounds
- Occasionally/Frequently/Continually exposure to outside weather conditions
- Occasionally/Frequently/Continually very loud noise (example: jack hammer work)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bear Real Estate Group is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.