



## **JOB DESCRIPTION**

**JOB TITLE:** General Construction Superintendent

**EMPLOYER:** BEAR Real Estate Group

**DEPARTMENT:** CMA – Construction Management Associates

**REPORTS TO:** DOC - Director of Construction

**SUMMARY/COMPATENCIES:** This position requires extensive multifamily construction experience as a Superintendent and General Superintendent. Qualified candidates must demonstrate proficiency and understanding of the management of site logistics, construction operations, contract dispute resolution and a thorough understanding of the Construction OSHA Standard. Knowledge of PlanGrid, Microsoft Office Programs, MS Project and Smartsheet preferred. Must be construction-document and drawing literate, with knowledge of all phases of construction. Must have experience and proficiency in all divisions of work, methods, materials, scheduling, and cost control. ***Strong technical and communication skills are critical.***

### **DUTIES AND RESPONSIBILITIES:**

- Plan, direct and schedule all CMA field staff.
- Responsible for ensuring that projects are turned over as scheduled thus enabling the company to achieve its production and profit objectives.
- Supervise and direct CMA Sr Superintendents, Superintendents and Assistant Superintendents on Site Safety requirements and enforcement procedures. Distribute PPE.
- Establish site specific safety orientation for each project.
- Work with Project Management, Superintendents to resolve site related issues.
- Monitor projects to ensure they are built per plans and specifications.
- Conduct detailed quality control walks on work completed, advise on corrective measures.
- Work with the DOC to establish new policy, procedures and employee training requirements.
- Monitor field staff to ensure that all policy and procedures are in place and being utilized.
- Onboard field staff in coordination with HR and the DOC.
- Work with HR and the DOC on new hires and to resolve existing staff issues as needed.
- Provide regular updates to senior level management and ownership.
- Assist Estimating and Project Management to resolve issues with appropriate city officials and inspectors as needed.
- Regularly travel to sites in Wisconsin, Illinois and Indiana is required.

### **QUALIFICATIONS:**

- 10+ years of solid hands-on experience as a Superintendent with a General Contractor or with a developer on large complex Multi-family projects.
- 5+ years of experience as a General Superintendent managing other superintendents .
- Degree in Construction Sciences or Engineering preferred but not required.
- Extensive knowledge of state and local Building Codes.
- Familiarization with WHEDA and IHDA projects a plus.
- OSHA 30 certified, 1<sup>st</sup> Aid/CPR Certificates, Lift Certified (trainer certified a plus).

- Knowledge of Project Management Software. PlanGrid, MS Project, MS Office, Smartsheet.

#### **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.
- **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.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items more than 50 pounds
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles
- Continual exposure to outside weather conditions
- Occasional exposure to loud noise

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*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.*

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*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.*