



Tejas Premier

Building Contractor, Inc.

A Subsidiary of DreamOn Group

JOB DESCRIPTION SUPERINTENDENT

Reports To: Vice President of Oper.

GENERAL SUMMARY

Directs the supervision of field construction activities of craft personnel and monitors subcontractor production on a commercial building or building maintenance project and ensuring compliance with contractual obligations. Responsible for controlling costs, maintaining profitability for the projects, and utilizing extensive industrial construction experience.

ESSENTIAL JOB FUNCTIONS

Primary Duties

- Examines project schedules and coordinates labor, procures materials and equipment required for various project tasks.
- Monitors all production work of company and subcontractors and assures all work is within project specification.
- Inspects project work activities and serves to advise field supervision of possible safety hazards and assists in maintaining a safe work environment.
- Coordinates with engineers, subcontractors, client/owner, inspectors, etc. to isolate project design and/ or specification problems and assists in developing solutions to these problems.
- Assures all production work is within project specifications and continually monitors work progress and quality of work.
- Assist Project Manager in controlling project costs and maintaining overall profitability for the project.
- Conducts regular safety meetings with employees and subcontractors addressing specific work areas and conditions that require safety attention stressing compliance with Company and regulatory safety procedures.

REQUIREMENTS

Education:

- High School Diploma or GED
- Associate Degree or equivalent from a two year college or technical school
- Minimum 10 years experience as a field superintendent or project manager assistant, along with in house management OJT can qualify as associate degree

Experience:

- Prefer 1 to 3 years directly related experience.

Skills:

- Accuracy and Use of Grammar
- Team Builder, Employee Retention Skills
- Interpersonal Skills, Oral Communication, Organizational, Problem Solving, Report Writing

This job description is intended to be describe the general nature of work being performed by people assigned to this job. It is not intended to be an exhausted list of all responsibilities, duties and skills required of personnel so classified. This document does not create an employment contract implied or otherwise.