



Weekes
Construction, Inc.

Superintendent

POSITION PROSPECTUS

Weekes Construction, Inc.
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Superintendent

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

REPORTS TO: Project Manager

DUTIES AND RESPONSIBILITIES:

- Pick up permit, file Notice of Commencement, update local business license
- Attend pre-construction mall meeting – coordinate acceptance of tenant space
- Verify lease dimensions – Layout store
- Pre-construction/Scheduling meeting with subcontractors
- Weekly safety meetings with subcontractors – OSHA reporting in case of injury/incident
- Coordination of construction progress with architect/client/project manager/subcontractors
- Verification of compliance with construction codes
- Coordination of inspections with Authority Having Jurisdiction.
- Coordination of release/delivery/receipt of owner supplied materials
- Scheduling of owner vendor's work
- Correspondence with project manager on subcontractor work progress and change order accuracy for payment
- Compile and submit daily progress reports including photos for client
- Coordinate with client/architect/engineer in case of plan conflicts with site conditions, local code, ADA requirements
- Compliance monitoring of all onsite activity in regards to LL construction rules
- Quality control of all put in place construction
- Coordination of subcontractor final inspections/Fire Marshal inspections
- Issuance/Procurement of Certificate of Occupancy
- Attend client punch list walkthrough
- Completion and/or coordination of completion of Punch List items
- Attend hand over to client/store operations
- Completion of any/all mall punch list items/requirements
- Compilation and submission of close out materials to office.



REQUIRED KNOWLEDGE, SKILLS, EXPERIENCES, ABILITIES, CHARACTER, & EDUCATION

- Construction procedures and International Building Code familiarity
- Demonstrated ability to schedule and coordinate work of numerous subcontractors in confined/limited space and timeframe. Must be able to multitask and prioritize responsibilities.
- Communicates well with those in-side and outside the company
- Willingness to put in extra hours if required for on time job completion

PREFERRED KNOWLEDGE, SKILLS, EXPERIENCES, ABILITIES, CHARACTER, & EDUCATION

- Above average emotional intelligence – ability to not let negative emotions interfere with performance and communication
- Experience using Outlook, Excel, PDF, Digital photo e-mail, critical path scheduling

CONDITIONS OF EMPLOYMENT:

- Pass Drug test
- Complete Post offer medical questionnaire
- Employment verification
- Motor Vehicle Record (MVR) check

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical tenant improvement environment
- Exposure to physical risk
- Physical effort required