

## **Weekes Construction, Inc.**

### **Traveling Superintendent**

#### **REQUIRED EXPERIENCE:**

- Retail Construction

#### **DUTIES & 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
- 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
- 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
- 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, ABILITIES, CHARACTER, & EDUCATION:**

- Retail 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 inside 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