JOB DESCRIPTION: SUPERINTENDENT

TITLE: Superintendent
REPORT TO: Senior Project Manager and Project Managers
DEPARTMENT: Construction
DIRECT REPORTS: General Laborers and Subcontractors

SUMMARY STATEMENT:
Provides overall administrative and technical direction on site. Manages subcontractors' work performance and productivity. Enforces company and project policies, maintains client interface and ensures project is constructed in accordance with the design, safety, quality, budget and schedule.

ESSENTIAL FUNCTIONS OF POSITION (to include, but not limited to):
- Responsible for the quality of constructed buildings to Evergreen Industrial standards.
- Ensure the Company maintains positive client relationships, resolving concerns while providing excellent customer service.
- Dictate progress flow, schedule, quality, safety and budget.
- Assist Project Manager in putting together the job and man-loaded schedules.
- Study and comprehend the estimate.
- Visualize and control the construction and sequence of events for each project.
- Pre-plan, schedule, and coordinate activities of multiple subcontractors.
- Monitor quality, budget, safety, schedule, and production of subcontractors; take corrective action as necessary to ensure a profitable and safe project completion.
- Ensure subcontractor compliance with safety, environmental and quality control programs.
- Lead and document job-site weekly subcontractor coordination and progress meetings.
- Verify the completion of all necessary inspections, approvals and certifications by appropriate agencies.
- Communicate frequently with the Principals, Project Management, General Superintendent, Steel Superintendent and Sales regarding job progress, status, issues, etc.
- Work closely with the General Superintendent, Steel Superintendents and Project Manager in the management of labor and equipment on self-performed work.
- Responsible for accurate, thorough and proper distribution of paperwork.
- Responsible for material handling: site layout, material count, unloading and loading, ordering and pickup or delivery of materials missing from original shipments, and site cleanup.
- Responsible for tool inventory, maintenance and repair.
- Responsible for managing and maintaining the SWPPP.
- Rent equipment as needed. Responsible for maintenance and timely return.
- Maintain equipment worksheet and coordinate with Accounting for payment of vendor invoices.
- Maintain project record set of drawings, updating all changes, revisions, and other modifications over the course of the project.
- Verify and document any and all changes to the record set of drawings and keep track of same on a "redline" set of drawings. Submit to Project Manager at the completion of the project.
- Participate and cooperate with every department while enthusiastically advocating teamwork and frequent communication.

BASIC QUALIFICATIONS:
- Five plus years construction experience required
- Proven ability to produce quality work
- Ability to work in stressful situations for extended periods of time while remaining even-tempered
- Able to solve problems (personnel and technical)
- Responsible, reliable, and dependable
- Confidentiality required
- Excellent verbal and written communication skills. English - able to communicate, read and understand. Bi-lingual ability helpful (English/Spanish)
- Willing to work in a fast-paced production environment, which may include physical labor
- Able to work extended work days and work week
- Willing to travel via air or ground, often on short notice, and work on prolonged field assignments
- Excellent customer relation skills
- Strong supervisory and leadership skills
- Ability to work well with others in a professional manner
- Maintain a regular and dependable level of attendance
- Basic math and computer knowledge and skills
- Ability to identify quality of welds and read welding symbols
- OSHA 30 hour certified preferred
- First Aid, CPR certified preferred
- Valid Driver's License

JOB MAY REQUIRE:
- Bending/stooping, squatting, crawling, reaching above shoulders, kneeling and twisting
- Ascending to and descending from heights up to or over 100' by use of permanent or temporary stairs, ladders, aerial lifts or use of personnel hoists
- Periodic lifting of construction materials of various weights and sizes and some lifting above shoulders
- Standing or walking for long periods of time
- Vision abilities include close and peripheral vision, depth perception and the ability to adjust focus
- Operate, finger, handle, or feel objects, tools or controls
- Hearing at levels of normal speech
- Repetitive motion (to include, but not limited to): sitting for extended periods of time, working at a computer and typing for long periods of time
- Working extended periods of time in stressful situations
- Outdoor work in all weather conditions

Please submit application, resume, and cover letter to info@evergreen-ind.com.

EVERY EMPLOYEE OF EVERGREEN INDUSTRIAL DOES WHATEVER IT TAKES TO GET THE JOB DONE.

Employment Application

Applicant Information

Full Name: _____   Date:_____
            Last   *First*   *M.I.*

Address: _____
         Street Address   *Apartment/Unit #*

_____
City   *State*   *ZIP Code*

Phone: _____   Email _____

Date Available: _____   Social Security No.:_____   Desired Salary:$_____

Position Applied for: _____

	YES	NO		YES	NO
Are you a citizen of the United States?	☐	☐	If no, are you authorized to work in the U.S.?	☐	☐
Have you ever worked for this company?	☐	☐	If yes, when? _____		
Have you ever been convicted of a felony?	☐	☐			

If yes, explain: _____

Education

High School: _____   Address:_____

From: _____   To:_____   Did you graduate? YES ☐ NO ☐   Diploma::_____

College: _____   Address:_____

From: _____   To:_____   Did you graduate? YES ☐ NO ☐   Degree:_____

Other: _____   Address:_____

From: _____   To:_____   Did you graduate? YES ☐ NO ☐   Degree:_____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:$ _____ Ending Salary:$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:$ _____ Ending Salary:$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____   Phone: _____

Address: _____   Supervisor: _____

Job Title: _____   Starting Salary:$ _____   Ending Salary:$ _____

Responsibilities: _____

From: _____   To: _____   Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Military Service

Branch: _____   From: _____   To: _____

Rank at Discharge: _____   Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____   Date: _____