Position Description

ASSISTANT SUPERINTENDENT

CAPITAL Construction Group (CCG) is a successful general contractor that was formed in 2005 and we annually complete numerous projects throughout the Metropolitan Washington, DC region. Our growth is organically sustained through a high level of repeat and referral clients which includes a range of clients from first time business owners to businesses that are a part of the Billion Dollar Roundtable, Inc. We implement a community based approach to our work and business collaborations as well as a family workplace culture. CCG is seeking a self-motivated, detail-oriented, Assistant Superintendent. The position offers tremendous opportunity for growth.

Position Summary

The ideal candidate is a talented and highly motivated supervisor who will oversee construction activities for jobsites and will collaborate with our Project Manager daily. S/he will report to our Operations Manager. It is the function of the Assistant Superintendent to lead, direct and coordinate subcontractor and CCG personnel to deliver a high-quality product. The Assistant Superintendent is responsible for the protection and promotion of the interests of CCG in all matters. S/he is a crucial part of CCG’s operations as the person will represent the company to the client every day and is responsible for complete client satisfaction. The ideal candidate will commit to CCG’s core values and uphold the mission of our company.

Duties and Responsibilities

1. Serve as CCG’s lead competent safety person on the jobsite. S/he shall implement, monitor and enforce compliance by all individuals and entities on the jobsite with CCG’s Safety Policy, OSHA regulations and all other safety requirements.

2. Maintain complete knowledge of all contract documents, subcontract documents, drawings and specifications, shop drawings, schedules, labor agreements and local codes as they pertain to the scope of responsibility. Review the information with the individual subcontractors to ensure mutual understanding.

3. Coordinate work amongst various trades within the scope of responsibility to promote a smooth and worry free project operation.

4. Hold regular coordination meetings to ensure that subcontractors understand the project schedules and exhaust all efforts to meet them. Monitor manpower and material deliveries required to meet schedules.

5. Check work as it is installed for verification that it is accurate within accepted tolerance. Diligently monitor the performance of work to assure excellent quality control, and to make certain that the work conforms to all plans and specifications.
6. Supervise site surveys to include the establishment of building control lines, exterior grades and elevation benchmarks. Experience with survey equipment is a plus.

7. Assist in the review of reports for work completed, payrolls, and material invoices.

8. Provide documentation of field variations from contract documents, help create the as-built drawings and field books. The Project Manager must be informed of these variations.

9. Prepare Daily Construction Reports.

10. Study contract drawings, specifications and shop drawings to insure proper coordination for areas of assignment.

11. Perform other Assistant Superintendent Responsibilities as may be assigned.

12. Perform risk management analysis for construction operations either based on plans or jobsite operations.

Qualifications

1. At least two years of formal engineering education or substantial, demonstrated construction site experience, preferably for 3 years.

2. Working knowledge of construction cost, scheduling, survey / layout, estimating and engineering principles and techniques. Knowledgeable in various construction methods and materials, their characteristics, installation procedures and tolerance. CCG will provide training for our accounting system.

3. Knowledge of surveying instruments and ability to read, interpret and analyze blueprints. Possess proactive, problem solving skills.

4. Ability to communicate well – both verbal and written.

5. Basic computer / Microsoft software computer skills are required to properly accomplish the job functions. The ability to use schedule software such as Microsoft Projects is a plus.

6. Demonstrated management, leadership and interpersonal skills.

7. OSHA Safety Training is a plus.

Benefits

- Competitive salary.
- Healthcare insurance
- Subsidized continuing education and training.
- Paid holidays / time off.
- Performance based bonuses.
- Family work place culture.

No calls; please submit resumes to Brianna.Johnson@prmconsulting.com for consideration.

_CCG provides equal opportunity to all qualified individuals regardless of ethnicity, race, color, religion, age, national origin, veteran status, disability or any other characteristic protected by law._