

# Ground-Up Superintendent

## Join our Team

Andrew General Contractors believes that our team is vital to our success. Our values are based on Team, Trust, and Integrity. Attention to detail is central to every aspect of our business.

We are looking for a motivated professional who aligns with our values, focuses on quality workmanship, and developing repeat client relationships.

## Position Purpose

The Ground-Up Superintendent will supervise field construction and interact with the internal team, outside contractors and subcontractors, city officials and inspectors, lenders, and owners. In this role, you will lead the onsite teams and manage the work onsite. The Ground-Up Superintendent is responsible for enforcing all safety requirements, including OSHA regulations and the standards set by Andrew General Contractors.

While the primary focus of this role is ground-up construction, there may be times that you will be assigned interior build-outs. The ideal candidate will be experienced in new construction, but flexible to perform interior build-outs as the workload requires.

You will ensure that each subcontractor completes their contractual requirements throughout each project and are responsible for verifying that all required permits and licenses have been obtained and are correctly posted.

We expect our Ground-Up Superintendent to ensure that projects are completed on time, within budget, and to the level of quality that we are known for. Our ideal candidate has strong leadership skills, is proactive, and performs well under pressure.

This position reports to the General Superintendent.

## Job Responsibilities

- Manage all on-site construction activities from mobilization to project completion.
- Lead and manage onsite teams and facilitate effective working relationships between subcontractors.
- Thoroughly review each subcontract, the contract drawings, specifications, and addenda to look for design deficiencies, impractical details, and possible code violations.

- Work closely with the Project Manager to review the contract schedule, quality control procedures, safety and security practices, field office location, job site layout, temporary utilities, staging area, equipment, and manpower.
- Direct and inspect daily activities of subcontractors, suppliers, temporary labor, and materials.
- Ensure all parties abide by onsite safety regulations and OSHA requirements.
- Maintain a detailed project schedule and ensure all internal and external documentation and record-keeping requirements are performed promptly.
- Takes initiative to drive projects forward with minimal oversight from the Project Manager.
- Ensure that daily job reports, including progress photos, are completed daily.
- Administer the job close-out procedures, including the punch list process and perform owner training as required.
- Exhibits strong attention to detail in all phases of the project, including a zero-punch list goal.

## **Requirements**

- Five years minimum, ten years preferred in the following market segments: tenant improvements, medical offices, Class A office buildings, financial institutions, tilt-wall construction, and infrastructure.
- The ability to interpret construction documents and an understanding of project cost analysis.
- The ability to lift 50 lbs.
- Excellent listening, verbal and written communication skills combined with strong customer service skills.
- Exceptional organizational skills and the ability to coordinate multiple projects with multiple concurrent deadlines.
- Proficient in all applications of Microsoft Office with a focus on Excel spreadsheets.
- OSHA 10 required, OSHA 30 preferred.
- AHCA experience is preferred but not required.
- Ability to pass Jessica Lunsford Act background check.

Please submit resumes & cover letters to [pfye@andrewgc.com](mailto:pfye@andrewgc.com).

Please send ALL of the following:  
Current Resume | Cover Letter | Current Salary Requirements