

Project Superintendent

Join our Team

Andrew General Contractors believes that our team is vital to our success. Our values are based on Partnership, Integrity, and Authenticity. 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 Project Superintendent will supervise field construction and interact with the internal team, outside contractors and subcontractors, city officials and inspectors, lenders, and owners. The Project Superintendent leads the onsite teams and manages the work onsite. The Project Superintendent is responsible for enforcing all safety requirements, including OSHA regulations and the standards set by Andrew General Contractors.

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 Project 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

- 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.
- Maintain a daily job report and upload it to the project folder daily.
- 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.
- Administer the job close-out procedures, including the punch list process, and perform owner training as required.
- Respond to all work-related emails, phone calls, or text messages promptly.

Requirements

- Five years minimum of commercial construction experience working with one or more of the following: tenant improvements, medical offices, Class A office buildings, financial institutions, and tilt-wall construction.
- The ability to read construction documents and an understanding of project cost analysis.
- The ability to lift 50 lbs.
- Excellent 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.

Employees are expected to perform other duties as assigned by management. Job descriptions and duties may be modified at any time as necessary.

Please submit resumes & cover letters to pfye@andrewgc.com.

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