



Construction Superintendent

About: ADK is a commercial general contractor with in-house custom millwork expertise. Known for delivering complex and unique projects, we have a reputation for building high-quality commercial projects since we organized in 2003. Our portfolio of work includes retail, hospitality, office, historic re-use and high-end residential. Our priority is to focus on building long standing relationships with visionary clients in an ever-changing construction marketplace. Our success stories are built around providing value and quality details without compromising the vision of our clients and architectural partners. ADK's mission, first and foremost, is to deliver quality construction solutions for our client's needs. Understanding our client's interests allows us to align project construction goals, long before the first piece of construction equipment arrives on the jobsite. This goes beyond cost, schedule and quality; it's about relationships, innovation and efficiency. We work with our clients to understand their expectations, to reveal other pressures, overcome challenges and address concerns that face them in the process of building their project.

Essential Duties & Responsibilities:

Coordination & Communication:

- Daily Reports - Completes and distributes through and timely daily reports to all relevant parties.
- Organization - Organizes and manages multiple priorities
- Project Management - Develops and maintains the project schedule, informing all trade contractors and management on the status of the master schedule and provide a two-week look ahead of future work
- Forward Thinking - Coordinates schedules multiple weeks in advance
- Interpersonal Communication Skills - Establishes and maintains positive relationships with customers, sub-contractors, architects and ownership
- Coordination - Coordinates and conducts pre-construction meetings with architect, owners and subcontractors. Conducts weekly project update meetings with owners and architect. Conducts weekly project update meetings with owners and architect

Problem Solving:

- Problem Analysis - Ability to predict and identify potential problems in advance. Quickly identify root cause and potential solutions.
- Problem Resolution - Conducts conflict resolution; drives subcontractors or work force
- Claim Management - Identifies and resolves potential claims with subcontractors/suppliers

Safety & Site Management:

- Supervision - Supervises the jobsite to meet or exceed all safety requirements for personnel and property safety, conducts jobsite safety orientations
- Compliance - Ensures all aspects of the project are compliant with all contract terms and legal requirements that govern the project and the community in which the project takes place. Reviews and understands contract documents, plans, specifications and able to resolve any discrepancies.
- Quality Control - Monitors and ensures quality control
- Cleanliness & Organization - Prepares and implements a site logistics plan and all materials and equipment needed on site



Team Management

- Teamwork: Fosters team camaraderie and collaborative team environment
- Task Management: Ensure team is on task, working efficiently, and following all policy and procedures
- Best Practices: Documents best practices to share with other projects; ensures best construction methods are being used

Administrative

- Microsoft Office: Intermediate level. Experience working with Word, Excel, and Outlook
- General Admin: Intermediate level computer skills
- Professionalism: Timely and professional email etiquette
- Digital Tools: Ability to effectively utilize digital tools and programs to effectively manage job site needs and communication

Required Education and Experience:

- Associates or Bachelor's degree in Construction Management, Engineering, Architecture or related field and/or 5 years of experience in the construction management
- Minimum of ten years' construction experience with five years of managerial and supervisory experience in the construction industry
- Extensive knowledge of construction methods, materials, costing, scheduling
- Basic understanding of construction law and general accepted business practices
- Current Driver's License
- OSHA 30, 1st Aid, and CPR certifications preferred

Working Conditions:

- Regularly exposed to outdoor weather condition
- Must be able to stand, walk, or sit for extended periods of time
- Must be able to lift up to 75lbs
- May be exposed to loud working environments

Benefits:

- 401K with employer contribution
- Paid Time Off
- Paid Holidays
- Health Insurance

selected candidate will be submitted to background check