

## Commercial Site Superintendent

Owen Gabbert LLC is a real estate development and construction company with a creative and community-oriented focus. Our team offers dedicated, consistent, and knowledgeable service along every step of the way, from predevelopment through construction completion. Our unique expertise in both of these areas allows us to give our clients streamlined results and educated feedback throughout the project.

With our growing list of unique commercial and multifamily projects, we are looking to add a Site Superintendent who is interested in being part of a nimble and dynamic team. We pursue projects that we believe are interesting and thoughtful to deliver buildings and spaces that are enduring as well as environmentally sound.

All development and construction projects create a lasting impact on the community where they are built. We believe they should be done with consideration as well as innovation.

Reports to: Project Manager and/or Project Executive

## Position Summary

### FLSA Class: Salaried Exempt

The Site Superintendent collaborates with the Project Manager to run their projects, assisting them with preconstruction estimates and bids, invoice and billing approvals, while taking the primary role on subcontractor and in-house labor scheduling and oversight, quality control through all phases of the project, final punch lists, and some hands-on labor when applicable. The Site Superintendent, while intended and required to be autonomous on their projects, reports to the Project Manager for the purposes of conveying information.

## Jobs To Be Done

- Build estimates and schedules in conjunction with the Project Manager for potential projects.
- Supervise work, ensuring successful completion of the build process.
- Develop and maintain good rapport with subcontractors, clients, city officials and inspectors, while advocating and negotiating solutions that benefit the client, company, and project.
- Deliver projects on time, ensuring all contract obligations are satisfied.
- Maintain workplace safety, cleanliness, and security at jobsites.
- Plan and direct all field operations, including subcontractor, labor, equipment, material, and delivery scheduling.
- Review subcontractors' work daily and handle any related issues to company and client expectations.
- Maintain compliance with all applicable building codes; track inspection requirements and ensure all are scheduled and passed.
- Manage all field aspects of project budgets, schedules, and quality control.
- Understand and communicate important project decisions and changes to site personnel; provide assistance to the Project Manager for regular updates on project status to all team members via daily logs and weekly progress reports.
- Conduct all business in a professional and ethical manner to serve clients and increase the goodwill and profit of the company.
- Assist the Project Manager with the monthly progress billing process and subcontractor/supplier invoice review; authorize payment of subcontractors upon thorough inspection of their work.
- Assist in tracking subcontractor scope and cost changes with the project team.
- Maintain an up-to-date and organized comprehensive set of project documents throughout the project.

## Personal Skills & Qualifications

- You are organized, hands-on, and attentive to detail.

- You are comfortable interacting with clients, motivated by client satisfaction, and strive to meet or exceed their expectations.
- You can lead a team through difficulty. You are assertive and persuasive when needed.
- You easily and succinctly communicate project details to managers, employees, and subcontractors.
- You do not get derailed by what you haven't seen before. You work to figure out and research solutions, and know when to ask for help.
- You take initiative. If something is not working, you find a solution, or bring it to someone's attention.
- You take ownership. You understand that the project's success is the result of your team's efforts but is ultimately your responsibility.
- You are adaptable and comfortable wearing a variety of hats— most days you manage a site full of tradespeople, some days you negotiate subcontract agreements, and occasionally you are a laborer.
- You are positive and dedicated to your work.
- You are level headed and remain calm & professional in the face of adversity.
- You have a passion for craft and efficiency, knowing how to properly balance and blend them.

#### Experience & Requirements

- 8 years in construction including 5 years as project manager, site superintendent, or foreman.
- Extensive knowledge of all phases of construction scope and sequence.
- Experience in new construction - multi-family construction is preferred but not mandatory.
- Experience with power tools as well as common and high-end construction materials.
- Strong problem-solving skills that generate resourceful and creative solutions.
- Computer literacy - comfortable with email, Microsoft Word, Excel, Buildertrend or other project management/scheduling software.
- Efficient time-management, on both a project and personal basis, via prioritization and delegation.
- Ability to read and understand construction drawings and communicate this information clearly to others.
- Experience coordinating both subcontracted and self-performed work.
- Willingness to work the hours it takes to get the job done correctly.
- Flexibility to work a schedule that can occasionally include early mornings, nights, and/or weekends, depending on project need.
- Able to travel between designated projects throughout your workday.
- Ability to stand and walk for long periods of time; sit for extended periods; bend at the waist; repetitive motions; push, pull, climb, balance, stoop, crouch, kneel or crawl; walk on uneven terrain; proficient manual dexterity with both small and large objects; lift and/or move at least 50 pounds.
- Resiliency to withstand regular exposure to outside weather conditions, loud noises, tight spaces, high precarious places, moving mechanical parts, power tools, risk of electrical shock as well as other inherent construction site risks.
- You must be able to perform all requirements with or without reasonable accommodation.

#### Benefits & Compensation

- Starting at \$100,000 annually with a competitive benefits package. Compensation is commensurate with applicant's experience level and skillset.

Owen Gabbert, LLC is an equal opportunity and at-will employer.