

**Job Title:** Superintendent  
**Company:** PG Arnold Construction  
**Job Location:** Boulder Office and Assigned Job Site

### Job Description:

#### Summary:

The Superintendent will collaborate with the company Estimators, Project Managers, Field Staff, and Executive Staff to ensure the successful completion of construction projects. In addition, the Superintendent is responsible for all field communication internally and with Owners, Architects, Engineers, and Tenants.

Responsibilities for the Superintendent will include the following;

- This position reports directly to the company General Superintendent.
- Direct all field personnel on assigned projects to achieve completion of the projects on schedule, within budget, and in compliance with contracts.
- Manage and occasionally self-perform labor.
- Manage scheduling of sub-contractors.
- Develop, track, and manage 3 week look ahead schedules.
- Assist Project Manager to develop, track and manage job-based CPM schedule.
- Manage any inspections required to maintain schedule.
- Order materials in cooperation with Project Manager and General Superintendent to maintain schedule.
- Interact with clients on-site to ensure their needs are being met.
- Manage job site safety.
- Maintain clean and organized job sites.
- Manage time card submission. Time cards are due to the Project Manager every Monday. Superintendent is responsible for tracking time cards of all field labor including Working Superintendents, Carpenters and Laborers.
- Coordinate with Project Manager and General Superintendent to ensure that all self-perform activities are being completed on time and on budget.
- Manage job-site budgets.
- Manage sub-contractor change orders and coordinate with Project Manager to ensure that all sub-contracts are being kept within project budget.

#### Estimating/Pre-Construction/Project Management When Required:

- Assist estimators and Project Managers to develop prospective bidders lists and project instructions to bidders.
- Assist estimators and Project Managers with scheduling all pre-bid walks with sub-contractors.

- Coordinate with all bidding sub-contractors to ensure proper coverage for projects bidding.
- Coordinate with other Project Managers and Estimators to develop estimate spreadsheet.

### **Experience:**

- Minimum 3-5 years' experience in commercial construction industry as a Project Engineer, Superintendent, or equivalent.
- Four-year Construction Management or Engineering degree preferred.
- Knowledge of project management principles for building construction; theory, principles, and practices of engineering and architecture related to design and construction.
- Knowledge of fundamentals of mechanical, electrical, structural, and civil engineering systems.
- Knowledge of all applicable local and international codes.

### **Skills and Abilities:**

- High drive to succeed coupled with excellent organizational and interpersonal communication skills.
- Ability to quickly interpret and master project contract documents.
- Ability to plan, direct and coordinate professional and sub-professional project teams.
- Ability to manage time and prioritize tasks to manage multiple projects concurrently.
- Strong computer skills to run design software, project management software, scheduling software and basic office software packages.
- Organization – maintain an organized jobsite.
- Problem Solving – find most cost effective, safe, and efficient way to perform work daily.
- Friendliness – maintain positive attitude and relationships with all sub-contractors, co-workers and clients.

### **Work Environment:**

- Work will be majority project site based with occasional office time.
- Work will require travel throughout the Denver Metro Area daily.

### **Requirements:**

- Must have a valid Colorado Driver's License
- Must have a clean criminal record for work in educational facilities.