

# JOIN THE CALDWELL TEAM

## A BETTER WAY OF BUILDING

At Caldwell Constructors, our team is at the heart of delivering a better way of building. Our commitment as a full-service general contractor is fueled by the meticulous planning, passionate stewardship, and radical transparency our employees bring to every project, making them indispensable to our mission of being an integral part of the Upstate's construction landscape.

## SUPERINTENDENT | FULL TIME

Briefly stated, these are the fundamental purposes of the position and work environment. The Superintendent will work on a construction team assigned to a project, directly reporting to the team's Project Manager. The Superintendent will have the primary function of supervising all onsite labor, material procurement, management of subcontractors, and scheduling.

### PHYSICAL & MENTAL REQUIREMENTS OF THE POSITION

The following states the education, experience, skill, licenses, and certifications that are required or preferred. The Superintendent should possess an associate degree in Building Construction or have applicable experience in construction. Normal physical requirements of the position include sitting, standing, climbing, bending, lifting, keying, reaching, grasping, reading, speaking, and listening. OSHA 30-hour certification and equipment training are required. Experience in Procore and Microsoft Office is preferred, but not required.

### ORGANIZATIONAL RELATIONSHIPS

Reporting relations, internal and external contacts and supervisory or management responsibilities are as follows: The Superintendent reports directly to the Project Manager. Normal inside contacts will include: all employees of Caldwell Constructors, and will especially involve contact with VP of Operations, Project Manager, Assistant Project Manager, Assistant Superintendents, as well as any other members of the team. Outside contacts will include existing clients, architects, subcontractors, and suppliers.

### JOB RESPONSIBILITIES & COMPETENCY REQUIREMENTS

#### *Leadership Competency*

- Demonstrates results-oriented attitude at all times
- Leads & builds effective relationships with subcontractors
- Develops proficiency in all phases of subcontractor / document management





- Seeks feedback on regular basis to improve performance
- Seeks ways to support project manager & suggests process improvements

#### *Typical Job Duties*

- Hold subcontractors accountable and ensure compliance with performance standards
- Monitor safety and quality control to ensure compliance with OSHA and Caldwell Constructors standards
- Track and maintain project schedules
- Participate in preconstruction planning regarding schedules and budgets
- Participate in or lead regularly scheduled job reviews (pre-job, post-job, etc.)
- Facilitate regular subcontractor coordination meetings
- Resolve construction problems (lack of productivity, supply shortages, etc.) as required
- Maintains working relationships with engineers, architects, and estimators to ensure compliance with the drawings and specifications
- Supervise hiring, job assignment and professional development of all field staff
- Coordinate assigned work with work of different subcontractors
- Operate construction equipment

- Manage material deliveries including, but not limited to performing takeoffs, approve purchase orders, pick up materials, schedule deliveries, manage pick tickets, inspect progress and plan for upcoming orders
- Manage internal and temporary labor crews

This description is an outline of major recurring responsibilities and required competencies of the job. It is not intended to be all inclusive of the work performed. The Superintendent will typically perform other related job objectives, special assignments, and less significant tasks. South Carolina is an Employment-At-Will State. This document is not an employment agreement or contract. Management has the exclusive right to alter this description at any time and without notice.