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**Department:** Construction  
**Position Title:** Assistant Superintendent  
**Reports To:** Lead Superintendent  
**FLSA Status:** Exempt  
**Date Prepared:** April 2020

### Position Summary

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The Assistant Superintendent's primary role is to support the Lead Superintendent and Project Manager in the successful completion of assigned projects by assuming responsibility of daily operations of projects as assigned by Lead Superintendent. The Assistant Superintendent will be a detailed craftsman with multiple talents in all home-building trades in order to appropriately and professionally complete all aspects of construction work. The Assistant Superintendent participates in managing job-site safety, quality, project scheduling, and communications with all parties involved. Upon receiving assignments and instructions from the Lead Superintendent, the Assistant Superintendent will be expected to independently make decisions to execute the assigned projects. Occasional travel and a clean driving record are required.

### Essential Functions

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- Assist Lead Superintendent with managing job-site safety, quality, and schedule for assigned projects, from Pre-Construction to Closeout.
- Complete all Final Punch List and Warranty work, as assigned.
- Work collaboratively with Lead Superintendent, Project Manager, Team Members, and Subcontractors.
- Ensure and uphold Lost Creek Construction's standard of quality, professionalism, and safety.

### Duties and Responsibilities

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- Assist in managing each project, from Pre-Construction to Closeout, as assigned.
- Receive all Warranty calls; go onsite as needed to determine scope of work, if required; coordinate and complete work.
- Establish and maintain positive, effective relationships and communication with all parties involved, to include; Lead Superintendent, Project Manager, Team Members, Clients, Vendors, Subcontractors, Surrounding Community/Neighbors.
- Manage multiple projects simultaneously.
- Maintain safe job sites, ensuring each site adheres to Lost Creek Construction and OSHA guidelines.
- Coordinate subcontractor work flow, building inspections, client walk-throughs.
- Coordinate and manage subcontractors, vendor deliveries, and building inspections within approved schedule timeframes, at or below budget, with high quality and service, and attention to detail.
- Attend Project and Client meetings as assigned.
- Learn to effectively and efficiently use management and scheduling software.
- Attend Company and Industry events, trainings, workshops, conferences, etc. as assigned.
- Perform other duties as assigned or needed.

### Knowledge, Skills, and Abilities

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- Analytical Problem-Solving and Decision-Making: Ability to independently research, analyze, and identify viable options to complex situations. Ability to draw and present sound findings and decisions and make thoughtful

recommendations considering overall risk and both short and long-term impact to project schedule and budget.

- Communication: Ability to express your thoughts effectively, both in person and in writing, in a professional manner.
- Customer Service: Ability to effectively build relationships of trust, by providing a high level of personalized service to all trades and parties involved in each project. At all times, act as a community advocate for Lost Creek Construction.
- Interpersonal Relationships: Must be internally-motivated, team-oriented, and passionate about residential construction. Have the ability to develop and maintain collaborative relationships both internally with other Lost Creek Construction team members, and externally to include the clients, vendors, subcontractors, and prospective clients.
- Organization and Time-Management: Ability to work independently, with minimal supervision, on each assigned project, while keeping the project at or ahead of schedule and on or below budget. Be able to effectively and efficiently manage multiple projects simultaneously.
- Systems and Software: Demonstrate ability to proficiently use management, scheduling, and Microsoft Office Google software platforms.
- Proficiency will all tools associated with home construction, materials, repair work.
- Ability to read, interpret, and understand plans and all other documents related to all aspects of home building.

*\*The above cited Essential Functions, Duties, Responsibilities, Knowledge, Skills and Abilities describe the general nature and level of work performed and are not representative of an exhaustive list that the Assistant Superintendent may be asked or expected to perform.*

## **Qualifications**

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- Degree in Construction Management, or related field, from an accredited university *and preferably* at least one (1) year of field experience in residential or commercial construction; OR at least three (3) years of field experience in residential or commercial construction.
- Have, or obtain within 30 days of hire, a valid Colorado Driver's License insurable by Lost Creek Construction's insurance carrier.
- Spanish language proficiency is a plus.

## **Physical Demands**

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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee may be exposed to conditions that include: weather, such as heat, humidity, and cold; fumes; chemicals or airborne particles; exposure to dust and asphalt; risk of injury from moving mechanical parts and electrical shock; and all other conditions that may accompany an active construction site or workshop.
- The Assistant Superintendent is regularly required to:
  - Walk, climb stairs, sit, and stand for long periods of time.
  - Talk and hear at normal levels.
  - See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
  - Reach in all directions with hands and arms.
  - Use arms, hand, and fingers to operate tools and other business machines.
  - Lift and/or move up to 50 lbs.

**Lost Creek Construction is an equal opportunity employer**

## Application Information

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**Contact:** Adam Vincent  
**Email:** [adam@lostcreekco.com](mailto:adam@lostcreekco.com)  
**Phone:** 719-434-1795  
**Address:** 1795 Jet Stream Dr, #102  
Colorado Springs CO 80921  
**Website:** [www.lostcreekco.com](http://www.lostcreekco.com)

**Start Date:** Immediate  
**Salary Range:** \$45,000 - \$65,000

**Instructions:** Email the following to the contact information above: Cover Letter, Resume, Copy of Transcript.  
Upon receipt of application, a member of the Lost Creek Construction team will review and respond within 3 business days.

## About Lost Creek Construction

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At Lost Creek Construction, we love what we do. And what we do is extremely personal. We see building a home for a family as the highest honor a person can have. Lost Creek Construction was built on a legacy of excellence, honesty, and exceptional quality that has spanned generations.

We strive for excellence in every aspect of the project with effective communication, an eye for detail and quality, effective cost control, and aggressive management of our project schedules. Our combined passion and experience bring a unique and creative perspective, as well as a superior level of professionalism to every project we undertake.