

About Vertex Builders:

Vertex Builders is a culture-focused company, stressing the importance of people and relationships over corporate structure and process. It is our goal to bring service back to construction and make the process fun. Yes, we still need contracts in today's business environment, but we expect to be held to our word and believe that a handshake is every bit as important as the contract that each party signs. We stress efficiency and effectiveness in our teams, and always focus on becoming the best possible builders. At Vertex, our people and positions are intended to serve the project, not the company, to create impactful projects that serve our community.

Markets:

- Healthcare – Ground Up
- Healthcare – Hospital remodels
- Mission Critical
- Multi-family
- Cool Projects

Title: Assistant Superintendent**Responsibilities:****Assistant Superintendent**

- OSHA 10 Hour Training
- First Aid / CPR Training
- Walk with Safety Consultant
- OSHA 30 Hour Training
- Basic Stormwater Training
- Advanced Stormwater Training
- Understands project plans and specs, update drawings
- Daily Logs
- SDS management
- Storm water management
- Schedule Temp Laborers as needed
- Management of Vertex supply vendors - ie. trash, toilets, water service, internet, etc
- Take jobsite photos routinely
- Line out/manage Vertex workforce - laborers and carpenters
- Help with layout/survey. Grid lines, elevations, foundation elements, etc...
- Schedule 3rd party inspections (walk with 3rd party inspectors)
- Pre-punch walk through and tracking items get completed

- Walk punch list with A/E team
- Push punch list correction
- Help coordinate between subs
- Help verify interior layout
- Push subs to meet schedule
- Generate 3 week look ahead pull schedule and update
- Help with schedule updates

Assistant Superintendent II

- Schedule AHJ inspections and walk with inspectors
- Run and create foreman meeting minutes
- Review production rates to verify subs have correct man power
- Update schedule
- Generate MEP start-up schedule
- Control/run an area/floor/tenant
- Capable of fully running a small project

Contact Information:

If you join *Vertix Builders, Inc*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service.

As a member of *Vertix Builders, Inc* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Vertix Builders, Inc*.

Send all resumes to Ryan Bonner – rbonner@vertixbuilders.com – 720-545-6658