



JOB TITLE: Assistant Superintendent

DEPARTMENT: Operations

REPORTS TO: Lead Superintendent

SUMMARY: Under the guidance of the Site Superintendent and in partnership with the Project Manager, develops, manages, and completes a job. Will oversee the construction process from dirt through closing with the goal of maximizing profits and maintaining excellence.

DUTIES AND RESPONSIBILITIES:

- Review plans and specifications to have a comprehensive knowledge of job requirements.
- Meet with General Superintendent regularly for additional training and development.
- Responsible to coordinate and participate in weekly subcontractor meetings and coordination meetings at jobsite.
- Supervises all phases of construction as assigned. Communicates regularly with trade partners regarding company policies and procedures, including safety and OSHA compliance.
- Manage schedules, including preparation of detailed short-term schedules and ensuring all assigned activities take place on or ahead of scheduled dates, including the exercise of decision-making to reschedule and/or re-coordinate work to ensure compliance with applicable project schedules.
- Communicate daily with Superintendent and craftsman to ensure expected production.
- Oversee labor and subcontractor work performed to meet the completion of the project.
- Responsible for all project goals to be accomplished according to specifications, on time and within budget.
- Communicate with the Superintendent and team on all project related issues, changes, or delays.
- Assists with driving the permit and inspection sign-off process on a timely basis.
- Conduct quality inspections and determine Quality Control deficiencies.
- Responsible for tracking and logging daily manpower, jobsite activities and progress throughout project using company project management software.
- Have a good communication skill with trades, ownership, inspectors, and construction team.

**QUALIFICATIONS:**

- Computer proficient with ability to adapt to new innovations and processes.
- Capable of understanding construction documents including drawings, standards, and specifications.
- Knowledge in Primavera P6, Asta Powerproject or MS Project is preferred.
- Basic knowledge of construction industry including equipment, labor, means and methods.
- Strong people skills, including the capability to handle various personalities and develop professional relationships.
- Customer centric by seeking solutions from the customer's perspective.
- Strong verbal & written communication, with the ability to take complex concepts and communicate accurately and persuasively.
- Willing to learn MHC procedures and be a member of the overall MHC team.

APPLICATION SUBMISSION:

- Applications must be submitted via email to david.rayome@martinharris.com and kelvin.melbhagathe@martinharris.com