

JOB DESCRIPTION

Title: Assistant Superintendent
Department: Operations
Supervises: N/A
Location: 3869 N. Steele St, Denver CO 80205

Reports To: Superintendent
FLSA Status: Full Time, Exempt
Website: www.randcc.com
Email: corecruiting@randcc.com

POSITION OVERVIEW

The Assistant Superintendent is responsible in conjunction with the superintendent for all the field staff on a project (with oversight from the Superintendent) and will make sure that projects are built according to plans and specifications. They will supervise work of carpenters, laborers and subcontractors. They are responsible, along with the Superintendent and Project Manager for having the material, tools/equipment, and information and staff requirements on the jobsite in the proper place in a timely fashion. The Assistant Superintendent handles all correspondence and forms required by the rand office, i.e., daily reports, time sheets, safety reports, accident reports, etc. They will monitor the work being performed, direct the subcontractors and schedule all work according to the requirements of the project schedule.

ESSENTIAL FUNCTIONS

- Assisting the lead superintendent with commercial projects up to \$10M
- Coordinating and managing all on-site construction activities and subcontractors
- Assisting on all scheduling with the building
- Monitoring construction for strict compliance with plans and specifications
- Minimizing change orders through efficient planning and coordination
- Demonstrating and maintaining effective and open dialogue with project team regarding changes in work, job conditions, and subcontractor relations
- Maintaining accurate daily construction log in the absence of the superintendent
- Scheduling and coordinating all inspections in the absence of the superintendent
- Managing and tracking material and manpower to meet all deadlines
- Maintaining up to date project drawings and as-builts
- Assisting with timely close-out and punch list completion
- Representing rand* in appropriate manner to clients, architects, subcontractors, vendors and building management
- Ensuring projects are completed on time and within budget
- Ensuring that all safety procedures and standards are followed within the guidelines of OSHA, federal, state and local laws
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and interpret maps, drawings, prints, schematics and other written instructions
- Ability to understand and follow oral instructions in English
- Ability to practice and comprehend safe work procedures as outlined in the company safety policy handbook
- Strong verbal and written communication skills
- Ability to speak and/or understand Spanish is preferred
- Proficiency with computers and basic Microsoft Office programs

EDUCATION, CERTIFICATION/LICENSE, INCOMING EXPERIENCE REQUIREMENTS

- High School Diploma required; two years of college preferred
- Must possess a valid current driver's license and reliable transportation; Travel may be required

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

- Must be able to lift 51 lbs and may occasionally be required to lift/move more than 100 lbs
- Must be able to bend, stoop, squat, crawl, climb, balance, push, pull and reach overhead
- Stand for extended period of time
- Climb ladders (all types)
- Must wear personal protective equipment (hard hat, safety glasses) and other equipment as per Rand's safety procedures when on construction site
- Possess good vision (normal or corrected)

ENVIRONMENTAL/ATMOSPHERIC CONDITIONS

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job:

Work required in both an office environment and at construction site which may include exposure to heat and cold, loud noises, airborne particles, fumes, risk of electrical shock, and moving mechanical parts

APPLICATION INSTRUCTIONS

To apply, please send your resume and cover letter to Carmen Schamel at corecruiting@randcc.com | 720.372.1525

rand* construction is committed to ensuring an inclusive environment. We are proud to be an Equal Opportunity and Affirmative Action Employer by providing opportunities for all employees and applicants without regard to race, sex, gender, national origin, religion, age, disability, veteran status, genetic information, sexual orientation, gender identity and any other protected status in accordance with applicable law.

Women, minorities, individuals with disabilities, veterans, and LGBTQ+ individuals are encouraged to apply.