

## SMALL PROJECT FIELD SUPERINTENDENT

### JOB SUMMARY:

The Field Superintendent is responsible for estimating and executing accurate and timely construction of a variety of commercial and industrial construction projects. This position is focused on jobs under \$50,000. This includes time in both the office and the field as this person collects project information, estimates projects and schedules and manages field personnel.

### PRIMARY RESPONSIBILITIES:

- Meet with customers to determine scope and details for small projects
- Propose solutions to customers to bring their vision to reality
- Create estimate for small projects including writing the proposal and presenting to customer
- Manage field personnel including job assignments and performance appraisals
- Monitor, manage and mitigate risk during construction
- Determine solutions and resolve any issues during construction with the onsite foreman
- Communicate effectively with customers, subcontractors, suppliers and internal team members
- Technical coach for how to accomplish tasks on jobs
- Responsible for content, training and enforcement of field personnel training program
- Assist estimators and business development as technical resource on new projects
- Develop punch list and ensure successful completion of project meeting customer expectations
- Rent or lease equipment as required per project
- Purchase job supplies as required

### REQUIRED QUALIFICATIONS:

- Trade journeyman or field experience
- Detail-oriented with inquisitive nature to understand projects in their entirety
- Communicates effectively, both orally and in writing
- Confident customer service skills
- Extensive knowledge of all types of construction processes and methods
- High level planning skills and the ability to organize and prioritize
- Strong internal drive to accomplish tasks and succeed
- Proficient knowledge of Microsoft Office programs

### PREFERRED QUALIFICATIONS:

- Knowledge of Wisconsin State Building & Local Codes
- Knowledge of safety requirements and experience managing safety programs
- At least 5 years of field experience
- In-depth understanding and experience in construction process and methods
- Skilled in use of estimating and/or spreadsheet programs
- Pre-engineered metal building experience
- Commercial construction experience