



Superintendent – Job Description

WHO IS HIFIVE

HiFive is a true design-build company that specializes in the design and construction of hotels, churches, and industrial buildings. HiFive is driven by its talented, high-energy owners and staff, to provide its clients our award-winning reputation with a “one-stop shop” approach. Architects, interior designers, preconstruction professionals and construction managers are all in one office and share a single mission: To optimize design to expedite the project efficacy, quality and over all client satisfaction. HiFive is proud of our emphasis on a strong sense of family though caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels.

POSITION

The superintendent’s primary responsibility is to manage, in collaboration with the project manager, the successful completion of the assigned project. The superintendent is the lead for the job site safety, quality control, project schedule, and works in collaboration with the project manager on all field and constructability issues. Experience and understanding of design-build techniques is critical for the success of the project. Some projects require travel and overtime. This position reports to the project manager.

RESPONSIBILITIES

- Develop and maintain a critical path schedule with the project manager
- Manage the field and project team successfully and collaboratively
- Establish and support positive and effective relationships with clients, subcontractors, and the project team.
- Responsible for the project set-up, job site logistics, field coordination, and material deliveries.
- Review all project documents, blueprints, shop drawings and submittals for constructability and content
- Maintain and update project records including permit drawings, as-builts and RFI’s etc.
- Create and enforce a site-specific emergency action plan for assigned project in collaboration with project manager
- Supervise and coordinate subcontractors in a deliberate and effective manner
- Coordinate with building inspections, subcontractor inspections, and 3rd party agencies.
- Conduct and document weekly coordination meetings and safety meetings
- Generate daily longs documenting the job site manpower production and performance.
- Quality Control – set the “HiFive Standard” for quality. Continually strive for perfection

QUALIFICATIONS

Minimum 10 years of experience as a foreman, superintendent, or equivalent role, in the construction industry. Degree in Construction Management, or related field, preferred. Superintendent candidates must have a solid understanding of the construction industry, job site safety requirements, planning / scheduling, building trades / sequence of work, and relevant technology. Key competencies are leadership, initiative, communication, teamwork and managing for results. **Technical Skills:** ProCore, MS Office Suite, MS Projects

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee often / daily, to successfully perform the essential functions of the job.

- Walk/stand for extended periods of time
- Climb Stairs and ladders
- Lift and/ or move up to 50lbs.
- Operate equipment such as Skid steer and offroad forklift

BENEFITS

- Equipment Safety Training per OSHA guidelines.
- Comprehensive medical, dental, and vision
- Health Savings Account with employer contribution.
- Life Insurance
- 401k with employer matching
- Company vehicle or vehicle allowance
- Cell phone
- PTO
- Holidays