



## **ETHOS Contracting Group, LLC**

### **Job Description: Construction Superintendent**

Ethos Contracting Group is a family-owned business in Starkville, MS, that provides quality General Contracting services. Ethos works with Sub-Contractors and Vendors to provide all material, labor, equipment, and services required for commercial construction projects. We are looking to hire a Construction Superintendent to oversee and coordinate all the activities of a construction site according to project blueprints and schedule plans.

Ethos Contracting Group strives to bring exceptional solutions to the commercial construction industry. By definition, our 'ethos' is the deeply held belief that our client's success is our success.

#### **Construction Superintendent Duties and Responsibilities:**

A Construction Superintendent's duties include coordinating subcontractors, performing quality control and safety checks and providing on-site direction when preparing construction sites. Construction Superintendents complete organizational and project management responsibilities to effectively lead the construction team and ensure they have all the resources they need.

Construction Superintendents have the following duties and responsibilities:

- Manage a team of workers, including work schedules, project progress and resource allocation
- Create cost estimates for labor, supplies, materials, and other project costs
- Collaborate with clients, Project Managers, and other construction management to determine budgets and timelines
- Coordinate materials and equipment delivery with vendors and suppliers
- Create schedules for workers and subcontractors
- Hire additional subcontractors and assign work accordingly
- Maintain a daily log for the job site's operations, reporting to management as necessary
- Make changes in the operation as necessary to best meet construction deadlines
- Implement management techniques that are cost-effective and efficient

#### **Construction Superintendent Qualifications/Requirements/Skills:**

- Preferred four (4) year degree in a construction-related curriculum or equivalent field experience
- Minimum of 10 years of field experience in the commercial construction industry
- OSHA 30 preferred
- Have a good working knowledge of all project documents, including specifications, plans, submittals, subcontracts, shop drawings, and any other project specific documents
- Implement and enforce the company's safety policies, site specific safety programs, and always promote a safety culture on the jobsite

- Must be able to clearly communicate by verbal, written, or electronic means to all members of the project team
- Demonstrate leadership skills and strategies for organizing all scopes, people, material, tools, and equipment to manage and direct on-site projects to successful completions
- Plan, direct, manage, oversee, and document all daily activities on the project site
- Proficiency in electrical, mechanical, and structural systems
- Implement, manage, and maintain a worker orientation program for all new workers on the project
- Enforce the company's public safety program ensuring the safety of all non-construction related people
- Advanced knowledge of OSHA requirements and how to successfully execute an OSHA site visit
- Implement, maintain, update, and communicate the project schedule
- Implement, maintain, and enforce the company's quality control plan
- Coordinate all required field inspections and maintain the inspection log
- Perform, upload, and maintain all company documentation requirements including, but not limited to, daily job reports, daily photographs, daily manpower reports, progress plans, labor reports, etc.
- Assist in weekly coordination meetings, generate minutes, and distribute the minutes
- Review monthly pay applications for work in place in conjunction with the project manager
- Ensure that all required insurances, workers compensation, and certificates are met before work commences

### **Construction Superintendent Physical Requirements:**

- Willingness to travel based on project locations
- Able to work in all elements of the outdoor environment which include the heat, cold, rain, snow, wind, etc.
- Able to access all areas of the jobsite including stairs, scaffolding, ladders, elevation changes, etc.
- Capable of working in physical positions that may include kneeling, sitting, standing, squatting, bending over, etc.
- Must be able to move, carry, or position items weighing up to 75 pounds

### **Computer/Technology Requirements:**

- Proficient in the use of personal computers including iPad/tablet devices
- Basic knowledge of Microsoft Office and related construction software
- Basic knowledge of uploading and managing web-based document storage

**Job Type:** Full Time

### **Work Hours/Benefits:**

- 40-hour + work week
- Two-weeks paid vacation after one year
- Insurance available
- 401k Retirement Plan Available beginning 2023
- Performance bonuses are applicable for this position

If you meet these requirements and are interested in being a part of our team, please email your resume to Jacob Forrester at [jforrester@ethoscgp.com](mailto:jforrester@ethoscgp.com). If your qualifications meet our needs, you will be contacted for an interview. In the event of a job offer, salary would be determined at that time and is dependent on ability and experience. We offer competitive benefits and pay and are looking for individuals to go “that extra mile.” We are willing to train the right people if you are a fit with our company.