

Job Summary

Horner Building Company is accepting applications for a full-time project superintendent to work projects in and around the Sevier County area. Managerial roles include managing HBC laborers/carpenters, subcontractors and vendors as well as managing budget and schedule. Communication is key to every construction project and an excellent communicator is required for this position, communication includes HBC staff, management, subcontractors, vendors, owners, and architects/engineers. Safety is also a priority of Horner Building Company, your role will be to implement and maintain health, safety and quality requirements on-site.

Responsibilities and Duties

- Communication with project team on a daily basis on project requirements, sequencing and other daily project requirements
- Daily problem solving and identification of problems relative to responsibility (architect/engineer problem or GC related problem)
- Perform quality control duties and responsibilities regarding the work being performed.
- Ensure that subcontractors are fully executing and complying with his contracted scope of work.
- Coordinating required inspections with local jurisdictions.
- Setting and maintain project goals and deadlines
- Identify subcontractors non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily log (written) of activities on the jobsite.
- Attend and assist Project Manager with scheduled subcontractor meetings designed to coordinate the work.
- Issue notices of non-compliance to subcontractors in regards to quality of work or scheduling.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.
- Assist project manager with budget management and cost tracking. Ensure project is within budget
- Ordering equipment and coordinating delivery/pickup and maintenance as the project requires
- Ordering and management of materials required for the project

Qualifications and Skills

- Previous experience as a commercial construction superintendent
- Ability to manage, direct, and resolve problems amongst 20+ subcontractors and vendors.
- Communication skills verbal and non-verbal methods including using the following tools: telephone, fax machine, written logs, email, computer, iPads, digital camera.
- Read and interpret plans/blueprints, specifications, and manuals
- Knowledge of municipal permitting requirements and regulations
- Physically lift and carry up to 50 lbs.
- Endurance and ability to visit entire job site, including stairs or other elevated structures.
- Monitoring jobsite general health and safety.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. General knowledge of local quality, safety, and health guidelines for construction job sites, including OSHA 10 or OSHA 30

Other Qualifications:

- Must be able to travel to the jobsite(s) as assigned.
- Must be able to work on elevated platforms
- Must be able to work outdoor in climatic environments
- Must be able to stand for extended periods of time
- Valid Drivers License

Education and/or Experience:

Minimum of three years of verifiable experience, thorough knowledge of trades and be computer literate. Experience in commercial construction.