

Assistant Superintendent

Vermillion, South Dakota

Position description *Note: The position's responsibilities are mostly administrative. No construction experience is required, but preferred. The position is located at a construction site in Vermillion, South Dakota.* The Assistant Superintendent assists in ensuring that each project undertaken is completed safely, on-time and under the budget while meeting management and customer objectives for safety, quality and schedule. The Assistant Superintendent is able to carry out key tasks and responsibilities with oversight from management. To carry out these responsibilities on a daily basis, the Assistant Superintendent is to utilize management tools such as (but not limited to) time cards, daily reports, safety inspections, quality control logs and project schedules.

Responsibilities Leadership / Management

- Assist in the day-to-day Field Operations for the project while meeting management and customer objectives for safety, quality and schedule.
- Enforce all Company safety policies, OSHA policies and other applicable safety standards. Hold tool box safety meetings on a weekly basis
- Track construction schedule provided by management
- Create and send 2 week look aheads
- Understand project scope, budget (costs) and sub-contractor scopes of works
- Assist in scheduling equipment, materials and labor for Greystone self-performed work
- Assist in the coordination of all parties involved in the project, which includes contractors, sub-contractors and labor force, to ensure work complies with plans, specifications, standards and meets contract requirements
- Reports field inconsistencies to Project Superintendent
- Attend and document pre-install and owners meetings
- Attend and document weekly foremen meetings
- Exposure to working with government authorities and assist in obtaining all necessary project inspections and occupancy approvals with management review
- Assist with the review and approval for shop drawings
- Assist with documentation and distribute any project changes which may affect schedule, design, scope or cost.
- Assist with the project closeout and punchlist process
- Perform additional tasks as requested by management

Relationship Management

- Must be able to work professionally with clients, vendors, employees, managers and supervisors
- Assist with maintaining relationships with neighboring occupants.
- Build long lasting relationships with customers and subcontractors that are built upon trust and delivering results

Technology

- Utilize appropriate business software and forms including Procore, Blue Beam, Microsoft Excel, Microsoft Word, Microsoft Project and Microsoft Outlook

Technical

- Able to understand basic plans, specifications and shop drawings
- Exposure of basic building codes.
- Work to improve personal, technical and supervisory skills through continuing education, training or participation in professional organizations

Prospecting / Business Development

- Promote Company through involvement in community or civic organizations that will expand network

Qualifications

- Preferred: 2-4 year Associate degree in Construction Management or Construction Trades
- Preferred: Willing to travel
- Preferred: OSHA 10 and first aid, OSHA 30
- Preferred one (1) to three (3) years' construction experience or college internship with a general contractor
- Ability to assist in direct supervisory skills over construction crews ranging in size from 10 to 50 field personnel.
- Able to apply sound judgment and problem solving skills to complex projects and business challenges
- Aptitude for building excellent relationships with internal and external customers
- Aptitude for verbal, written, and presentation skills
- High level of motivation, integrity, and commitment to team and customers
- Strong work ethic, decisive, ambitious, with an unwavering commitment to quality and professional work.
- Physical Requirements: Sitting, standing, walking un-even surfaces, climbing, and lifting up to 50 lbs. This position requires the ability to maneuver around construction sites where temperatures and noise level can fluctuate, and the ability to see, hear, and verbally

communicate with co-workers and clients. Must have near visual acuity to review written documentation.

About Greystone

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer an excellent benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

In short, Greystone is a general contractor based in Shakopee, Minnesota with a second office in Bismarck, North Dakota. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 33 years and worked in 27 states.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at www.GreystoneConstruction.com.

How to apply

Send your resume and a message to HR@greystoneconstruction.com with the following information:

1. Which position you are applying for
2. Why you want to join the Greystone team
3. Your relevant skills and experience