

Project Superintendent

ROUND ROCK, TEXAS

Position description | The Project Superintendent is responsible to ensure that each project undertaken is completed safely, on-time and under the budget while meeting management and customer objectives for safety, quality, and schedule. A Project Superintendent is able to carry out key tasks and responsibilities without oversight from management. To carry out these responsibilities on a daily basis, the Project Superintendent is to utilize management tools such as timecards, daily reports, safety inspections, quality control logs and project schedules.

- Responsibilities** | **Leadership / Management**
- Take complete and total charge of 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 and control construction schedule and assist management in creating schedule
 - Create and send 2 week look aheads
 - Understand project scope, budget (costs) and sub-contractor scopes of works to manage completion of project within budget
 - Schedule equipment, materials and labor for Greystone self-performed work and direct crews as required to ensure production activities are optimized to project schedule, cost effectiveness, safety, ease of operations, and profits
 - Coordinate the efforts 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
 - Conduct or attend project site & pre-install meetings to provide clear communication & documentation between all stakeholders and assign tasks and responsibility of completion
 - Conduct and document weekly foremen meetings to provide clear communication between all stakeholders and assign tasks and responsibility of completion
 - Work with government authorities in obtaining all necessary project inspections and occupancy approvals
 - Review and approve shop drawings. Able to track the submittal log and update schedule with lead times.
 - Document and distribute any project changes which may affect schedule, design, scope or cost.
 - Manage the project closeout and punchlist process. Ability to pre-punch building
 - Perform additional tasks as requested by management

Greystone Construction is an equal opportunity employer/contractor.

Relationship Management

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

Technology

- Utilize appropriate business software including Procore, Bluebeam, Sage 300 CRE, Microsoft Excel, Microsoft Word, Microsoft Project, and Microsoft Outlook

Technical

- Must be able to interpret the intent of plans, specifications, shop drawings, land surveys, engineering reports and analyses.
- Keep abreast of current construction means, methods and procedures and implement them to improve production standards. Maintain technical knowledge of all self-performed work.
- Understanding of building codes and ADA requirements.
- Work to improve personal, technical and supervisory skills through continuing education, training or participation in professional organizations

Qualifications

- Preferred: 2 or 4 year degree in Construction Management or Construction Trades
- Five (5) years of experience as a Project Superintendent in the commercial construction industry
- Preferred: OSHA 10 and first aid
- Must have direct supervisory skills over construction crews ranging in size from 10 to 50 field personnel. The direct supervisory skills include assigning labor, providing safety/OSHA instruction, performing cost control procedures, and maintaining all necessary supporting documentation of the aforementioned activities.

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 a competitive 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 and vision insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota, Spirit Lake, Iowa, and Austin, Texas. We provide design-build and general construction services to the commercial, industrial and agribusiness industries.

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 | Fill out the form: [Apply to Work at Greystone Construction \(smartsheet.com\)](http://www.GreystoneConstruction.com)

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