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# Example of Construction Superintendent Job Description

Our company is hiring for a construction superintendent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for construction superintendent

* Review and become familiar with all scopes of work as developed by Preconstruction Team and the Project Manager
* Advise the Project Team daily of directives issued by Design Team via Written Confirmation of Verbal Directive and/or Field Work Order
* Responsible for all tools, equipment and supplies on site including placing orders for incidental tools and materials
* Prepare progress schedules, Two-Week Look Ahead and Manpower Reports
* Coordinate and Oversee all work on site including Subcontractors, field personnel, deliveries, installation
* Maintain necessary records for all site personnel
* Responsible for maintaining highest standards of safety on site, ensuring adherence to all safety policies
* Attend all job site project meetings and address any open items that may impact progress and quality
* Represent the Company in its relations with inspecting authorities and ensure authorities having jurisdiction are apprised of the project requirements related to their duties
* Assist with preparation and completion of punch-list and preparation of Owners Service and Maintenance Manuals including collection of appliance and equipment warranties, development of access panel and valve charts

## Qualifications for construction superintendent

* You will coordinate and supervise all daily construction activities, directly communicating with various craft workers
* You will analyze problems and make sound decisions in a timely manner based on objectives, risks, implications and costs
* The Construction General Superintendent will typically move to the next overseas project we have available
* You will manage US and local subcontractors and various trades superintendents
* You will promote job site safety, encourage safe work practices and rectifie job site hazards immediately, working closely with our Safety Officer
* You will have experience with program management and scheduling tools such as Primavera P6 or Microsoft Project