



# Example of Superintendent Job Description

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Our company is looking for a superintendent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for superintendent

- Corrective items are completed within promised time frames
- Ensures buyers are satisfied with the construction process
- Manages the construction schedule and ensures that the highest quality product is delivered on time and within budget
- Creates schedules and determines sequencing of work
- Develops and implements recovery strategies to maintain schedule
- May authorize payment for materials received and work completed
- Provides clear answers to buyers about how the home is built
- Utilizes the highest level of knowledge and expertise to build and deliver quality homes ensuring the overall condition of the home at move in is satisfactory to the home buyers
- Performs homeowner orientation
- Provides timely response and follow through on homeowner questions and requests

## Qualifications for superintendent

- Certificate of Fitness for Standpipe/Sprinkler Maintenance
- Certificate of Fitness for Oil Burner and Incinerator Operations
- Ability to handle multiple task
- Basic understanding of electrical/mechanical systems, and construction
- Ability to operate oil burner
- Knowledge of sprinkler/standpipe system