



## Position Profile

**TITLE:** Construction Superintendent

**REPORTS TO:** Project Manager and Assistant Project Manager

### **QUALIFICATIONS:**

The ideal Superintendent is an active self-starter who expresses a sense of urgency for their work. He or she should be a positive, confident, and passionate person. The right candidate is professional and is willing to represent the Compton Construction brand both personally and visually. This person has a respect for Compton Construction's heritage and drive to improve the community through construction.

The Superintendent should be capable of leading their team to ensure the highest quality work is being delivered on time and under budget. This leader should be a hands-on team player who isn't afraid to get dirty and solve problems. This person is relationship driven and collaborative. They are able to take direction from supervisors, but also delegate tasks to team members appropriately.

He or She knows how to listen and is a good communicator both verbally and written. This person is punctual and willing go the extra mile which can occasionally mean weekend or late hours. The superintendent should have strong field knowledge, but also has a willingness to learn and continue their career growth. This is a patient individual. He or she is confident, but not arrogant.

The person is authentic and personable. He or she should have a good sense of humor and be approachable to clients, co-workers, and subcontractors. The ideal candidate expresses creativity in both personal and work environments.

### **RESPONSIBILITIES:**

The responsibilities of the Superintendent include, but are not limited to, the following:

1. Assist in managing the schedule provided by the Project Manager by supervising the subcontractors and assisting in scheduling daily/weekly tasks of the subcontractors
2. Capable of managing the construction site including opening/closing the jobsite(s) on a daily basis
3. Lead a team of Assistant Superintendents, Laborers, and other team members with effective delegation and strong leadership skills
4. Perform carpentry and labor skills including painting, drywall patching, caulking, framing, and clean-up.
5. Provide superior customer service and ensure excellent customer experience

6. Understand and be able to communicate scope of contract to your supervisors, clients, and subcontractors
7. Ensuring safety and all other Compton Construction job-site policies are upheld
8. Express critical thinking and problem solving skills to identify problems and solutions before they become real issues.
9. Call for permission prior to accepting change orders outside the scope of the original contract
10. Maintain: daily logs, current contract documents, as-built drawing set, first aid kit, fire extinguishers, jobsite table/chair, and any other Compton Construction equipment
11. Physical requirements include sight, hearing, standing, kneeling or crouching in awkward or uncomfortable positions, possibly outdoors or in unheated/un-cooled areas indoors, for long periods of time.

## **SKILLS/KNOWLEDGE:**

### **Required**

Successful experience as an assistant superintendent (3+ years) or Construction Superintendent (2+ Years)

Valid driver's license

Reliable transportation

Demonstrated success operating and leading a team

Basic tools: tool belt, 25ft+ tape measure, 22oz hammer, chalk line, screw driver, pencil

MS Office skills including Word, Excel, and Outlook

### **Preferred**

OSHA 10 hour Construction Safety and Health class completion

### **Desired**

2 year associate or 4 year bachelor's degree

OSHA 30 hour Construction Safety and Health class completion

Outside interests – hobbies, community involvement

## **WHAT SETS COMPTON CONSTRUCTION APART FROM OTHER COMPANIES**

Building is only what we do, not who we are. Serving our clients is the most important goal of Compton Construction. We are recognized in our communities and by local organizations as a dedicated Community Partner. We serve to build. We build to serve.

There is opportunity for growth in all positions. Compton Construction invests in its employees for growth through multiple educational programs and certifications. We offer an excellent benefits package including comprehensive medical/dental, 401(k) with company match, and apparel.