



Assistant Superintendent
Job Description

Are you a highly organized, detail-oriented construction field professional looking for an opportunity to grow with a small Baton Rouge based construction firm? If yes, please read on!

About NRK Construction:

Started in 2015, NRK Construction is a woman and minority owned firm that facilitates our clients' visions through commercial building construction. We accomplish this through timely communication, transparent budgeting, team focused safety and consistent quality. We are a rapidly growing construction company looking for individuals to join our team who have an entrepreneurial spirit and are interested in long-term growth potential.

Summary:

NRK Construction is looking for an energetic construction specialist who will assist in the managing of school construction projects and wants to grow into a more senior role. You will be joining a small growing business. The successful candidate will manage labor, materials, equipment, and subcontractors related to school construction and renovation projects in a safe, quality, and efficient manner in an effort to meet performance, financial, and scheduling project goals. The assistant superintendent is a full-time in the field position. It is a good fit for someone who has years of construction experience, has managed subcontractor teams and enjoys being a part of a larger team. This position reports to the owner of the company and currently has no direct reports.

The ideal candidate is solution driven, embraces technology and loves efficiency and variety in their work.

Responsibilities include, but are not limited to:

Under general supervision, the Assistant Superintendent position will manage and control assigned construction projects to include overseeing field operations, site safety, productivity, schedule, quality, and trade contractor and supplier coordination and will work in conjunction with the owner and project manager.

Responsibilities include, but are not limited to:

- Pre-construction responsibilities include, but are not limited to, analyzing job site conditions, assisting with the development of project-specific logistics plans, site preparations, and ensuring proper permitting has been established.
- Construction responsibilities include, but are not limited to, managing all aspects of the field construction process; coordinating and scheduling all subcontractors, trades, and materials; procuring needed equipment and monitoring all owned or leased equipment to ensure the safe use of the equipment; having regular communication with subcontractors and suppliers; ensuring the project is constructed per plans and specifications; daily reporting on job site activities; monitoring and documenting changes to as built drawings; inspecting work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules; and ensuring all projects are completed according to NRK Construction's quality control standards.

- Project closeout responsibilities include, but are not limited to, preparing for, coordinating, and successfully completing all phases of the final inspection process.
- Safety responsibilities include, but are not limited to, insuring job safety requirements are understood and implemented by all project personnel and trade contractors according to NRK Construction's Safety Manual; watching for and correcting all safety hazards at the jobsite; and reporting all safety incidents to safety personnel.

The above responsibilities are not arranged in order of priority and are not all inclusive. These duties are not meant to restrict initiative, but rather to describe minimum activities. These duties may change to meet the needs of the company.

Knowledge, Skills, and Abilities:

- Basic knowledge of materials and methods used on construction job sites
- Basic knowledge of commonly used construction equipment
- Basic knowledge and understanding of common construction documents, drawings, and specifications.
- Basic knowledge of construction means, methods, materials, and cost control
- Basic knowledge of applicable safety regulations
- Ability to operate small construction tools and related equipment as needed
- Ability to analyze and develop solutions to complex problems
- Ability to communicate effectively with all project team members

Education Qualifications:

Minimum: High School Diploma

Preferred: BS in Construction Management; 4+ years of experience may be substituted in lieu of a 4-year degree

Experience Qualifications:

Minimum: 2 years of general commercial/industrial construction experience

Preferred: 2+ years of general commercial/industrial construction experience as a lead foreman, assistant superintendent, or equivalent, OSHA Certifications

Work Environment:

This position works indoors and outdoors at project sites. Hours may be subject to job site schedules.

Physical Requirements:

While performing the duties of this position, the employee is regularly required to stand for extended periods, walk, use hands and arms, talk, hear, and view a computer monitor. Lifting up to 50+lbs occurs occasionally. Most duties are performed outside in the elements on a job site which may include exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration.