



## **Commercial Construction Project Superintendent**

*Houston, Texas Area*

*Hire Date: Early 2019*

### **Job Description**

The superintendent will oversee the operations of a construction site, from project start to completion. The superintendent is responsible for site supervision, job management, quality control, and job-site safety. Duties and responsibilities include:

- Lead and manage day-to-day job site activities to ensure that scheduled completion date is met.
- Ensuring that all quality and safety standards are met.
- Conducting daily inspections of the project.
- Generating weekly and full duration project schedule with Project Manager.
- Coordinating tasks and personnel with subcontractors daily.
- Reviewing estimates, notes, design, and status of project.
- Attending and/or conducting regularly held meetings with team members, customers, suppliers, and/or subcontractors.
- Conducting safety meetings on a regular basis, and when each new trade begins work on a new project location.
- Completing and maintaining daily reports.
- Completing OSHA training course and maintaining certification.

### **Qualifications**

- High School Diploma or GED required
- Hospitality and Multi-Story construction experience preferred
- 8+ years of experience preferred
- Computer Skills required; proficiency in Microsoft Office Suite
- Bluebeam experience a plus
- On-site project leadership skills
- Construction Skills
- Strong communication skills, both written and verbal

**Please send resumes to [info@ggreenstreet.com](mailto:info@ggreenstreet.com)**

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