

Job Description

GENERAL SUPERINTENDENT

Date: September 2017

Reports to: Executive Vice President

Type: Full-time

Location: York, PA

Position Summary

The General Superintendent is responsible to manage all field personnel in all aspects of projects to include client relationships, site operations, quality expectations, schedules, budgets, and profitability through comprehensive project completion. The General Superintendent will collaborate with the project stakeholders to develop, refine, and update project schedules to ensure all milestones are identified and tracked.

Principal Responsibilities

- Manage Staff
 - Work with Executive VP in assigning superintendents and foreman to manage projects
 - Update at least monthly PM and superintendent manpower schedule
 - Work with superintendents and foreman in providing carpentry and laborer staff to projects
 - Develop productivity requirements for self-performed activities for estimating use
 - Monitor productivity to assure staff is meeting or exceeding estimating goals
 - Perform annual staff reviews
 - Hire, layoff, or terminate staff as needed to meet current resource needs
- Quality Assurance
 - Develop processes and procedures to assure construction is of contractual quality
 - Implement and monitor quality procedures
- Project Schedules
 - Work with estimating to develop bid level schedules
 - Work with project management to develop and maintain construction schedules
 - Meet with field staff to assure project schedule is being met and if required develop a recovery plan
- Budget
 - Review project budget with superintendent and foreman running the project on a regular basis
- Safety
 - Enforce company safety policies on all projects
 - Work with Safety Director in educating staff on safety items
- Other duties as assigned

Requirements/Qualifications

- Minimum of 7 years' experience as a Superintendent or Foreman managing construction Projects
- 10 hour OSHA training
- 30 hour OSHA training
- Proficiency with computer software to include excel and Microsoft Project

- Experience with Timberline Accounting
- Strong oral and written communication skills
- Ability to travel as needed (typically less than 10% of the time)

A member of York, PA-based Stewart Companies, Stewart & Tate Construction is a family owned and operated, full service construction firm that specializes in general building construction, site development, underground utilities, concrete construction, specialty paving, and specialized industrial construction. Headquartered in York, PA, the company provides preconstruction, construction, and post construction services for projects throughout south central Pennsylvania and Maryland.

The Stewart Companies offers a competitive salary and benefits package which includes: Medical/Dental/Vision coverage, Life and Disability Insurance, Retirement Plan, Voluntary Supplemental Insurance products, Employee Assistance Plan, and paid vacation.

We are an Equal Opportunity Employer.

To Apply

Please send resumes to nartman@stewartcompanies.com