



Roby Commercial GC

Description: Roby Commercial Superintendent

Roby Commercial Superintendent Job Duties:

- Completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job.
- Manage projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction.
- Keep progress of job on track as pertaining to schedule, work orders, and time data.
- Enter job data (daily progress logs, work orders, change orders, photos, schedules and time data) into project management program.
- Review plans, pricing and schedule with Project Manager during pre-construction of and throughout the job as necessary.
- Meet with Project Managers, subcontractors, owners and architects at regularly occurring jobsite meetings.
- Responsible for all inspections to be completed and passed.
- Inspect job site for cleanliness every day.
- Keep company vehicle consistently clean inside and out.
- Conduct regular safety “tool box” meetings with staff and subcontractors.
- Manage safety log on job site.
- Educate co-workers on proper building fundamentals and safety practices as applicable.
- Work hand-in-hand with co-workers to show leadership by example.
- Act as a mentor to and assist in the training of new Superintendents as applicable.
- Relationship building with vendors, subcontractors, engineers and architects.
- Update industry and safety knowledge by participating in educational opportunities; training; reading professional publications; maintaining personal networks; participating in professional organizations.

Qualifications:

- 5+ years of commercial construction industry experience; residential construction experience a plus.
- Bachelor's degree preferred
- Ability to read blueprints and engineered drawings.
- Honesty and integrity
- Strong personal and business ethics
- Professional appearance
- Strong organizational skills
- Ability to multitask and manage the demands of complex projects.
- High level of customer service skills; focus on responding to and anticipating client's needs.
- Civic minded and actively involved in his or her community.
- Shows leadership characteristics and ability to complete tasks without direct supervision.
- The willingness to do whatever is necessary to provide a superior customer experience.