

STAG Partners
Project Superintendent
Job Description



The Project Manager and Superintendent roles are the foundation of STAG Construction/Partners' ability to deliver quality construction projects to our clients and are very often the first line of contact that represent our culture. It is important that we maintain a consistent platform of excellence and quality for the value the client expects. The following is an outline of the minimum expectation of a STAG Project Team Member.

Duties and Responsibilities

Manage a team of workers, including work schedules, project progress and resource allocation
Create cost estimates for labor, supplies, materials, and other project costs
Collaborate with clients, Project Managers, other construction management to determine budget and timeline
Coordinate materials and equipment delivery with vendors and suppliers
Create and maintain schedules for subcontractors and material vendors and suppliers
Hire additional subcontractors and assign work accordingly
Maintain a daily log for the job site's operations, reporting to management as necessary
Make changes in the operation as necessary to best meet construction deadlines
Implement management techniques that are cost-effective and efficient

Skills and Qualifications

At least 2 years of construction superintendent experience preferred
Excellent communication abilities, including writing, speaking and active listening
Knowledge of construction budgeting best practices
Good planning skills, including design execution, resource allocation and contingencies
Understanding of construction equipment, including safe operating practices and signs of maintenance issues
In-depth understanding of local, state, and federal construction regulations
Great problem-solving and decision-making skills
Effective leadership abilities, like motivation, goal setting and conflict management
Organizational skills, including time management, Inventory management, delegation, prioritization, and multitasking
Working knowledge of Microsoft Office products with a focus on Microsoft Word and Excel
Manage Project Scheduling Software
Working knowledge of Construction Operations, Job Site and Project Management
Strong math skills including basic arithmetic, algebra and geometry
Ability to read and navigate plans and specifications
Detailed oriented and goal driven
Self-motivated and willing to travel

Education Needed

High School diploma or equivalent
College degree is preferred
OSHA and other related certifications preferred