

**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