

## Claremont Property Company

### Position: Project Superintendent

**Location: Houston, Texas with extremely limited travel to the Gulf Coast States as needed to inspect projects**

Claremont is looking to add an experienced full-time **Project Superintendent** to our growing construction company. Candidate shall have the responsibility to effectively lead all aspects of any one of our commercial, multifamily and/or municipal construction projects from start to finish. **Candidate MUST have experience working on and managing large renovation projects.**

**The person we are looking for will need to meet or exceed all on the following list of requirements to be considered for this position.**

#### **Essential Duties and Responsibilities:**

- Manage a team of workers, subcontractors, work schedules, and resource allocation to ensure each assigned project is completed in compliance with all the approved contract documents, local codes and owner expectations
- Coordinate work scopes among all trades to promote efficient project operations.
- Resolve problems regarding project designs and code conflicts.
- Create cost estimates and schedules for labor, supplies, materials and other project costs
- Collaborate with Project Managers and other construction management team members to effectively report weekly project progress
- Coordinate materials and equipment delivery with vendors and suppliers
- Work with Project Managers to hire subcontractors required to complete your assigned project
- Maintain a daily log for the job site's operations
- Enforce Claremont's safety program as required and ensure subcontractor compliance with Claremont's standards as well as all applicable safety codes and regulations
- Serve as primary contact with owners/ architects/ engineers for submission of RFI's for your assigned project
- Manage subcontractor payment applications.

#### **Qualifications and Skills**

- Significant knowledge and understanding of large-scale commercial, multifamily and municipal renovation and/or roofing construction projects
- Significant knowledge and understanding of plans, specification, construction means, methods and materials

- Bachelor's Degree in construction management, engineering, or 5 years working with a construction company in a related field can certainly be substituted for the degree requirement
- Strong management, leadership and interpersonal skills combined with the ability to communicate well, both verbally and in writing
- Excellent computer skills and proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, and Projects).
- Able to demonstrate leadership experience.
- Experience with project cost control, contracts preparation for subcontractors, suppliers, proposals, estimates, closeout documentation, unit turnover, client communications and field personnel assistance.
- Strong analytical and problem-solving skills, and attention to detail.
- Must be able to meet the company's driving requirements.

### **Compensation and Benefits:**

**Compensation** - Competitive salary depending on experience plus competitive bonus structure.

### **Benefits:**

- Generous vacation plan
- Paid holidays
- Paid sick time off
- Medical, dental and vision coverage for 100% of employee
- 25,000 in term life insurance coverage for employee
- 401(k) plan eligibility after 3 months of employment

**We are always looking for individuals with the talent and skills required to contribute to our continued growth, success, and culture of safety.**

**Mission Statement** – Delivering the best quality work, SAFELY.