**J&R Construction & Development, Inc.**

**281 Tom Reeve Drive**

**Carrollton, Georgia 30117**

Construction Project Superintendent is responsible for oversight and management of all job site activities, with direct supervision of all workers on the site. Coordinate work of all subcontractors while insuring a safe, professional and efficient job and delivering a quality project on time and within budget.

**REQUIREMENTS:**

* Minimum of 5 Years Commercial Construction Experience as a Project Superintendent

**RESPONSIBILITIES:**

* Set up and maintain an organized job site
* Develop and proactively manage schedules to ensure activities take place on or ahead of schedule dates
* Provide overall project site coordination and supervision of day-to-day field activities
* Assemble required site inventories and materials; order materials and maintain all on-site receipts for submittal to office
* Acquire and manage all building permits and schedule inspections as necessary
* Manage on-site personnel to ensure completion of project on schedule and within budget
* Participate in pre-construction, progress and other required meetings
* Prepare and maintain paperwork including field reports, daily logs, safety inspection reports, schedule updates, look-ahead schedules
* Ensure strict adherence to jobsite safety
* Ensure quality control on all aspects of project
* Develop and maintain successful relationships with clients, architects, subcontractors and other team members

**QUALIFICATIONS:**

* 5 years commercial construction experience
* 5 years management experience is a necessity
* 5 years experience in or around a variety of commercial construction trades
* Demonstrated supervisory skills and ability to identify and promptly address issues that impact performance (be a proactive problem solver)
* Proven track record of managing people and leading a team effectively
* Ability to work effectively in a collaborative team environment and to adjust to changes in priorities and work plans
* Strong verbal and written communication and organizational skills
* Ability to adhere to strict deadlines
* Ability to work under pressure to meet deadlines
* Ability to maintain organized files and systems

**Competitive salary based on experience.**

**Job Type:**

* Full-time

**Work Location:**

* Various locations in the state of Georgia

**Benefits:**

* Health insurance
* Retirement plan
* Paid time off

Must be able to pass a pre-employment drug screen.

Must submit résumé with references to [maryann@jandrconstructioninc.com](mailto:maryann@jandrconstructioninc.com). No phone calls please.