

## Position Description

**Title: Senior Superintendent**

Type: Full-time

Reports to: Project Manager

## Why Seawood Builders

Because we do it differently. While other successful builders stress size and organizational depth as the strengths of their company, Seawood Builders takes pride in putting its people first.

Seawood's culture values its employees' contributions. In our company, participation matters and is appreciated.

Our teamwork principles are captured by the Japanese term kaizen, or "continuous improvement." In our company, teamwork is not a static - or fixed - quality, but the subject of continual focus. Seawood Builders' teamwork approach is continuous improvement that is based on these guiding principles:

- Good processes bring good results
- Go see for yourself to grasp the current situation
- Speak with data; manage by facts
- Take action to contain and correct the root cause of a problem
- Teamwork is everybody's business

We're a company that will never be satisfied with a static - or fixed - mindset. We constantly aim to align our organization, attain breakthrough results, and sustain gains.

Are we aligned with your personal work ethic? Please keep reading.

## Your Skills and Experience Requirements

Bachelor's degree plus a minimum of eight years' related experience or an equivalent combination of education, training and/or experience.

Advanced understanding of construction scheduling, cost control and ability to control and supervise other employees and large groups of subcontractors.

Ability to accept full-time assignments in or outside of South Florida.

Proven skill and experience using scheduling software including Microsoft Project.

Proven skill and experience using Microsoft Office suite (Excel, Word, and Outlook), NewForma, PlanGrid.

Valid driver's license.

US Citizen or Permanent Resident.

## Job Responsibilities

### *Essential Duties*

Coordinate with project management team for assignment of all team members.

Assign and coordinate all trade field assignments with the needs of various projects.

Perform supervisory responsibilities without daily input from project manager.

Ability to operate independently with issues of change orders, documentation, permitting, inspections, project closeout, and quality assurance.

Constantly review project schedules with team. Ensure that critical activities and decisions remain on task and that required-on-job (ROJ) dates are provided to the project management team.

Document project field issues that impact budget, quality or schedule, and provide to the project management team.

Respond to subcontractor requests for field issues that impact budget, quality or schedule.

Provide team oversight for development and maintenance of a resource allocation control system (RACS).

Provide guidance in implementation of the project's quality assurance/quality control (QA/QC) program.

Identify projects with self-perform opportunities and assist in the development of the self-perform options.

Implement all Seawood Builders' safety standards.

Maintain a well-organized, expedient, and well-document project.

Accept full-responsibility for the project and in-effect the bottom line for all work performed. Project ability range includes technically-complex shell construction through high-quality interior finishes.

Adhere to/comply with the company's EEO policies and affirmative action obligations, and participate in hiring and termination processes.

### *People Skills*

Supports and encourages career and personal development of subordinate team members.

Coaches and mentors team members and new employees assigned to the project.

Actively seeks career and personal growth through feedback, new knowledge and opportunities for training, leadership development and growth.

### *Relationship Champion*

Primary contact with the client. Limited involvement from project manager.

Responsible for developing strong stakeholder relationships with clients, design partners, subcontractors and jurisdictional authorities involved in the project.

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Creates and fosters a team culture of continuous improvement as aligned with Seawood Builder's kaizen philosophy and teamwork principles.

Continuously looks for ways to improve field processes, site logistics and project safety measures and eliminate underutilization of resources.

Ensures project staff has the resources to facilitate superior client services.

Implements 5S organizational principles (sort, set in order, sustain, shine, and standardize) coming from "the hub" for improving efficiency, services (to our clients and subcontractors) and safety, in order to energize the process and stakeholders.

### *Essential*

Outstanding customer service skills required.

Responsive and open to change based on diverse input and feedback.

Must possess a baseline knowledge of Equal Employment Opportunity, Affirmative Action and Inclusion federal laws.

High degree of listening skills.

Must demonstrate emotional intelligence; being aware of the emotions of self and others.

Detail-oriented with strong leadership, communication, problem solving, initiative, and team-building skills.

Position will have exposure to dirt, dust, noise, and office environment as well as outdoor conditions including hot and cold temperatures.

Qualified applicants must successfully complete a pre-employment drug screen.

## Physical Requirements

The physical demands as described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable recommendations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements of the Senior Superintendent are light or sedentary work. However, exertion of up to 50 lbs. of force to lift, carry, push or otherwise move objects may occasionally be required. The position involves sitting, standing or walking most of the time, but only to the extent required for normal locomotion. Visual acuity requirements are those of reading and reviewing or analyzing information.

*The above job description reflects the details Seawood Builders considers necessary to describe the principal functions of the position. They should not be construed as a job description of all the work requirements that may be performed while employed.*

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