

Position Description

Title: Assistant Superintendent

Type: Full-time

Reports to: Superintendent

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

Three to five years of construction experience.

A degree in Construction Management or Engineering is preferred.

Experience/knowledge of construction, design, finance, and management.

Understanding of corporate and industry practices, processes, standards, etc., and their impact on project activities.

Strong communication and interpersonal skills.

Familiar with technical vocabulary and methods of construction and possess good written and verbal communication skills.

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

OSHA 30 Hour preferred.

CPR and First Aid Certified preferred.

Valid driver's license.

US Citizen or Permanent Resident.

Job Responsibilities

Essential Duties

Assist Project Manager with issues of accounting, change order documentation, permitting, inspections, project close out and quality assurance.

Understanding of the Company's accounting methods and standards.

Be an active participant in weekly project meetings.

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

Adhere to/comply with the company's EEO policies and affirmative action obligations.

Plan, organize and assist with staffing key field positions.

Establish project objectives, policies, procedures, and performance standards within boundaries of company policy under the direction of the Project Manager.

Maintain liaison with prime client and A/E contacts to facilitate construction activities.

Monitor/control construction through administrative direction of on-site Superintendents to ensure project is built on schedule and within budget.

Investigate serious situations and assist in implementing corrective measures.

Assist with managing financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect company's interest and simultaneously maintain good relationship with client.

Represent company in project meetings.

Assume additional responsibilities as directed by the Project Manager.

People Skills

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

Relationship Champion

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, QA/QC, site logistics and project safety measures and eliminate underutilization of resources.

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.

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Deerfield Beach, FL 33442

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Essential

Strong customer service skills required.

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

High degree of listening skills.

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

Detail-oriented with 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 and background check.

Ability to read and understand construction drawings of all disciplines.

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 Assistant Project Manager 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 analysing 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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