



Construction Job Superintendent

Company: Lyon Contracting, Inc.

Office Location: St. Cloud, MN

Work (Job Site) Location: Twin Cities / Metro

Position Description

We are seeking a Construction Superintendent to be the lead point of contact and management in the field for the construction of our Market Rate Apartments & Senior Living Facilities. The Superintendent is responsible for monitoring, directing, and controlling the daily operations on the construction site.

Project Superintendent is the company's representative assigned the responsibility and authority for daily coordination and direction of the project so it's safe, on schedule, and in compliance with the company's quality standards to the customer's satisfaction. To accomplish this, he or she must create a plan on how to construct the project and insure that daily and weekly construction activities are consistent with this plan. The experience and capabilities of the Project Superintendent will directly influence the delegation of authority and responsibility from the Project Manager. The Project Manager and Project Superintendent will work as a complementary team where the sum of their efforts is greater than their individual efforts.

Position Responsibilities

Pre-Construction

- Plan review for constructability issues.
- Develop the construction schedule in conjunction with the project manager.
- Review subcontractor work scopes.
- Develop the site staging plan in conjunction with the SWPPP.
- Meet with the Building Department, obtain required inspections list and establish inspection procedures.

Construction

- Project safety implementation, including all reporting.
- Daily safety audits.
- Jobsite orientation training.
- Weekly toolbox talks.
- Monthly OSHA CCP walk-thru's.
- Near miss documentation.
- 1st report of injury documentation.
- Project SWPPP implementation including all reporting.
- Complete detailed daily log reports.
- Complete weekly progress reports with jobsite photos.
- Submittal and shop drawing review and sign-off of the following:

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Phone: (320) 252-2267 | Fax: (320) 252-3603

Web: www.lyoncontractingmn.com



- Wall panels
 - Truss
 - Precast
 - Structural & misc. steel
 - Doors, frames & hardware
 - Casework & cabinets
- Subcontractor coordination:
 - Preconstruction Meetings
 - Scheduling
 - Inspections
 - Quality Control
- Jobsite quality control including pre-inspections to ensure the formal building inspections comply. (Framing, Rated Assembly Penetrations, Fire Caulking, ADA, Etc.)
- Jobsite clean-up.
- Material and equipment inventory and tracking.
- Project schedule oversight with weekly 3-week look ahead schedules.
- RFI processing.
- Coordinate and obtain all necessary inspections and sign-offs required for the project's substantial completion and Certificate of Occupancy.
- Develop the project pre-punch list in conjunction with the project manager prior to the owner developing their own.
- Coordination and field verification of extra work.

Post-Construction

- Document and oversee the completion of the owner punch list.
- Produce project as-builts.
- Oversee the completion of warranty work.

Lyon Software

- Microsoft Excel
- Microsoft Project
- Microsoft Word
- Procore
- PlanGrid
- iAuditor