

# Job Title: Construction Superintendent

**Company:** Front Light Building Co.

**Location:** Ridgeland, SC

**Position Type:** Full Time, Exempt

**Reports To:** Director, Construction Operations



**About Us:** Front Light Building Co. is a premier construction and development firm dedicated to creating innovative and sustainable real estate solutions. We pride ourselves on our commitment to excellence, community engagement, and forward-thinking development strategies. Our projects span residential, commercial, and mixed-use developments, aimed at enhancing the communities we serve.

**Role Overview:** The Construction Superintendent will provide direct, on-site field supervision, coordination, and management of construction projects and project subcontractors. Works directly for and closely with project managers to deliver projects on time, on budget, and to a high degree of quality. Collaborate with the total project team to provide solutions and field plans that support the overall project delivery.

## KEY RESPONSIBILITIES

### Project Planning

- Assist with the development of construction and site logistical plans.
- Provide field management processes to subcontractors.
- Provide technical input to project plans to help develop the best construction solutions.

### Scheduling and Coordination

- Adhere to project timelines and schedules.
- Coordinate and manage subcontractor site activities.
- Ensure all field tasks are properly sequenced and aligned.
- Meet daily construction goals.

### Progress Reporting

- Provide regular updates on project status to the project manager.
- Report field changes to the project manager for formal change order requests.
- Communicate any challenges or changes in the project and provide solutions.
- Maintain daily logs and provide weekly updates.

### Schedule and Cost Reporting

- Provide input to cost estimates and project budgets.
- Participate in price negotiations with suppliers and subcontractors.
- Assist with change reporting and management.
- Record all schedule changes.

### On-site Management and Delay Resolution

- Oversee day-to-day construction activities.
- Identify and address potential delays promptly.
- Implement solutions to keep the project on schedule.
- Report schedule changes to the project manager.

### Collaboration with Specialists and Officials for Permits and Licenses

- Adhere to relevant laws and regulations.
- Stay up to date with building codes and safety standards.
- Implement compliance measures throughout the project.
- Comply with OSHA, state, and local safety regulations.

### Record-Keeping and Documentation

- Maintain daily site logs of construction activities.
- Keep accurate records of all project-related information.
- Ensure proper documentation for legal and regulatory purposes.

### Equipment and Material Management

- Maintain an organized site for the storage and movement of equipment and materials.
- Maintain a safe and secure site for the use and protection of resources.
- Optimize utilization of equipment and materials on-site.

### Personnel Management and Training

- Ensure subcontractors and all other personnel on site adhere to site policies.
- Provide safety and site-specific training for all site personnel.

- Oversee performance and address any personnel issues with the supervisor responsible.

### **Safety Protocol Enforcement**

- Implement and enforce safety measures on the construction site.
- Minimize risks and potential hazards.
- Ensure proper use of protective gear and equipment by all personnel.
- Maintain a clean and organized work site
- Ensure sites are adequately protected with fencing, signage, and other means of protection

### **QUALIFICATIONS AND SKILLS**

- Bachelor's degree (preferred) in construction management or a related field. Experience may be substituted for a Bachelor's degree.
- Minimum of 3-5 years of experience (required) in construction, often in supervisory roles.
- OSHA 30 Hour Certification (required)
- Technical skills and strong supervisory skills
- Building codes and regulations knowledge, including knowledge of safety standards (specifically OSHA)
- In depth construction methods and materials expertise, including the ability to read and interpret blueprints, schematics, and technical drawings. Strong understanding of various construction trades and industry standards.
- Basic cost estimation and budgeting.
- Scheduling and planning.
- Quality control and safety management.
- Contract management.
- Computer skills (project management software, BIM) – proficiency in construction management software.
- Risk Assessment and Safety Planning
- Knowledge of construction site management and safety processes
- Excellent attention to detail and ability to work under pressure to meet deadlines
- Superior organizational skills to manage multiple projects simultaneously
- Communication skills, both written and verbal.
- Strong negotiation abilities for dealing with subcontractors and suppliers.
- Team player with the ability to work collaboratively.
- Problem-solving skills.
- Honesty, integrity and high standards of personal conduct.

### **Physical Requirements**

- Ability to read and interpret complex construction documents and blueprints.
- Capability to conduct site visits, which may involve walking on uneven surfaces and climbing ladders.
- Visual acuity to work with detailed documents and computer screens for extended periods.