



Job Title: Construction Superintendent

Reports to: President

Company Overview:

Emem Group is a Milwaukee-based real estate firm specializing in residential design build and commercial real estate development. Through our affiliate company MESH Construction, Emem Group builds residential and light commercial construction projects between \$100K and \$10M in value. Projects include residential new construction, commercial tenant improvements and commercial new construction.

Position Overview:

The Construction Superintendent will lead and manage all field activities of the construction projects from conception through completion. The Construction Superintendent must take a leadership role throughout the construction process to ensure that a quality product is delivered to the client – on time and on budget. A project superintendent manages all aspects of a construction site from beginning to end. Their responsibilities include the essential duties listed below.

ESSENTIAL DUTIES:

- **Planning:** Oversee the planning and organization of the project, including determining needs with stakeholders, setting deadlines, and managing equipment. Updating the milestone schedule and a 4 week look ahead.
- **Coordination:** Coordinate subcontractors, staff, and other supervisors, such as foremen.
- **Quality control:** Frequently perform quality inspections and safety checks, while also assigning correction lists to subcontractors to get ahead of potential issues to ensure quality control and quality assurance.
- **Scheduling & Sequencing:** Coordinate field activities to happen in a manner that meets schedules and avoids conflict and/or corrective work. Monitor progress and report on it.
- **Daily logs:** Log all people, inspections, activities, equipment and materials that comprise a construction project, and it keeps track of factors that can impact its timeline.
- **Supplies:** Ensure that all necessary supplies and equipment are available. Working with subcontractors to make sure their necessary material and equipment is ready or available, as needed, per schedule.
- **Drawing Conflicts and RFIs:** Review drawings ahead of tasks, identifying potential issues and drafting Requests-For-Information (RFIs).
- **Safety:** Ensure that all people working onsite are working with safety in mind, adhering to the established project safety rules. Handle job site emergencies and conflicts and ensure all team members adhere to the company safety plan and the project specific safety plan.
- **Site Logistics:** Develop and manage the site logistics plan which includes, but is not limited to: site safety, access, project signage and safety signage.
- **Security:** Ensure that the project is locked and secured according to the project safety plan.
- **Cost Management:** Discuss and approve time and material (T&M) tickets in the best interest of the project, ensuring that cost impacts are discussed with Project Manager.
- **Reporting & Document Management:** Prepare and present daily logs, weekly progress reports to client. Maintain detailed records of all field activities. Keep construction documents up to date



with “as-built” notes, including RFIs, Addendums and Construction bulletins. Maintain an organized log T&M tickets, deliveries records, dumpster exchanges, etc.

- Building inspections: Manage and scheduling inspections with appropriate local or state inspectors.
- Project Closeout: Oversee project close out activities including punchlist completion and client walkthroughs.
- Meetings: Schedule and facilitate project meetings required to successfully coordinate work activity including leading all construction coordination meetings, and attend bi-weekly owner, architect and contractor (OAC) meetings, and other meetings as required to successfully complete the project.
- Occasionally self-perform punch list items, warranty repairs, and other miscellaneous field work.

BASIC QUALIFICATIONS:

- A high school diploma or equivalent is required.
- An associate or bachelor’s degree is preferred.
- Minimum of 4 years’ experience in managing residential construction projects.
- Strong experience using Microsoft Office (Word, Excel, Outlook, Project)

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skills and abilities required.

- Effective construction superintendents have excellent communication skills, are good at delegating, and are able to prioritize, problem solve, etc.
- Construction Management experience including planning, organizing, negotiating, meeting technical requirements, quality control, and procurement.
- In depth knowledge of wood framed construction, residential building components, systems, installation techniques and construction means and methods.
- Able to interpret architectural drawings and accurately convey their information to subcontractors and suppliers.
- Strong interpersonal skills including the ability to interact with clients, contractors and vendors.
- Well organized, internally motivated and detail oriented.
- Able to work in fast paced environment with a sense of urgency.

Compensation and Benefits

- \$90,000 to \$110,000 annual salary, based on experience.
- Health-insurance reimbursement.
- SIMPLE IRA with an employer matching contribution of up to 3% of eligible compensation.
- Fifteen days of paid time off annually, subject to company policies.
- Designated paid holidays.
- Company vehicle
- Phone allowance and professional-development support.

Physical Demands

Physical demands include the ability to lift up to 50 pounds. The employee will be regularly required to sit; stand; walk; reach using feet, legs, back, arms and hands; talk and hear. The employee may



occasionally be required to climb. The employee will be required to work at a personal computer and talk on the phone for extended periods of time. Must possess the ability to detect auditory and/or visual alarms and be available to work extended/flexible hours and weekends, as needed.

Attendance/Travel

This position is a full-time salaried position. This position requires the availability to work some nights, and weekends. This position also requires regular attendance and active participation/planning at all company functions and events.

Learning and Development

Maintain a commitment to ongoing professional development and career growth.

Equal Opportunity Employment

Emem Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization*