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JOB DESCRIPTION

Contact – Sandi Smith: sandis@codybrock.com

TITLE: Superintendent – Commercial Construction – San Francisco Peninsula

About Cody|Brock

Cody|Brock is a mid-sized commercial contractor specializing in high quality, full-service construction. We are recognized throughout the Bay Area for our teamwork, continuity, and personal service, and we are looking for energetic, dedicated players to join our team.

Position Summary

The Superintendent is responsible for supervising the field construction of a project and completing the work on schedule, within the budget and to the quality of workmanship specified. In addition, the Superintendent protects and promotes Cody|Brock's interests in all matters and does whatever is reasonably necessary to fulfill the duties and responsibilities which include but are not limited to:

Essential Duties and Responsibilities

- Ensure a complete knowledge and understanding of all contract drawings, specifications, addenda, RFIs, and any other job-related contracts and information for each project
- Development and refinement of a computerized project schedule, working in conjunction with the Project Manager to confirm schedules are properly updated to meet various dates required and/or maintain accountability for delays
- Maintain (1) set of complete, up-to-date drawings, including RFIs, etc., on jobsite for Cody|Brock use and architect/client meetings
- Job site setup and startup to include safety posting and procedures, security practices, field office location and layout, temporary utilities, staging areas, equipment, and manpower
- Prepare work orders and field change orders and provide daily reports for all projects
- Coordinate, direct and monitor subcontractor schedules via email and verbally
- Inspect and oversee the activities of the subcontractors for safety regulation compliance and completion of their contractual requirements
- Supervise receipt of supplies and all other onsite labor for safety, quality, accuracy, and workmanship
- Prepare and communicate RFIs with architects, engineers, etc.
- Communicate and interact with owners, architects, engineers, government officials, and the public in a clear, concise, and professional manner, maintaining positive and respectful relationships
- Maintain a safe, clean, and well-organized job site at all times

Qualifications and Requirements

- Must have a minimum of 5 years Superintendent experience in commercial construction
- Proficient in the following computer programs: Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Acrobat
- Knowledge of the following construction management software preferred:
Sage-100 Contractor, Microsoft Project, Primavera or equivalent
- OSHA Training, CPR/First Aid Certification, and LEED training encouraged
- Maintain a clean and presentable appearance with Cody|Brock apparel recommended at all times

Compensation

- Salary based on experience. Benefits provided after a 90-day introductory period.