**Job Title:** **Superintendent/Foreman, Construction Services**

**Location:** **Phoenix, Arizona**

**Job Description:** This full-time position is responsible for construction project scheduling and execution; resource allocation and control; job-site technical direction, job-site self-performance of general construction services and heavy equipment operation; and ensuring compliance with company and client quality standards.

**Specific Roles:** The position reports to the Construction Services Program Manager and will perform the following specific roles:

- Preparing project cost estimates in coordination with the Construction Services Program Manager.
- Charting out project objectives and plans, setting performance requirements, and selecting project participants.
- Working with other company principals and project designers to develop cost estimates and project bids by identifying labor, material and equipment requirements associated with construction services.
- Bringing about optimum utilization of resources - labor, materials and equipment, and ensuring their procurement at most cost-effective terms.
- Management of multiple job sites through proper coordination.
- Development of effective communications and mechanisms for resolving conflicts among the various participants.
- Supervision of job-site personnel.
- Provide emergency support and response to clients, if needed.
- Self-performing general construction activities, including various heavy equipment operations from time-to-time.

**Responsibilities:** The position will have the following general responsibilities:

- Oversee construction projects from start to finish.
- Self-perform as much of the overall construction activities as possible or prudent.
- Perform a key role in project planning, budgeting, and identification of resources needed to include company tool purchases, storage and maintenance.
- Work with the Program Manager to create the teams and assign individual responsibilities for new construction projects.
- Ensure that construction activities move according to predetermined schedule.
- Devise the project work plans and make revisions as and when need arises.
- Manage and communicate effectively with subcontractors responsible for completing various phases of the project.
- Coordinate the efforts of all parties involved in the project, which include the sub-contractors and laborers.
- Capable of supervising and managing company employees and contracted labors with respect to day-to-day and project specific activities.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Periodic inspection of all construction sites, preparing and maintaining:
    - Daily field logs and reports
    - Project progress photos
    - Safety Logs
    - Meeting notes with subcontractors and clients
- Maintain detailed notes and descriptions as-built field changes

- Ensure project documents, field reports, inspection reports, receipts and delivery tickets are complete and organized.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Represent Vernadero at jobsite meetings and serve as a key link with the clients
- Review the deliverables prepared by the team before passing onto client.

**Requirements:** The following are requirements of the position:

- Minimum 5 years of experience in Department of Defense (DoD) and other military-related construction projects.
- Ability to complete OSHA 30-hour safety course and USACE safety training within 90 days of employment.
- Willingness to travel extensively between Phoenix, Tucson and Sierra Vista, Arizona construction project locations.
- Ability to and experience self-performing a large range of general construction skills.
- Ability to and experience supervising construction subcontractors and local trades.
- Knowledge of local trade base and equipment, labor and materials sources.
- Basic knowledge and proficiency in Word, Excel and Outlook, and able to navigate and execute basic computer skills.
- Excellent communication skills.
- Knowledge of federal occupational health and safety standards.
- Ability to plan and organize a team effort.
- Good client management and goodwill building ability.
- Capacity to motivate, lead and boost morale of the teams.
- Effective time management and logical decision-making ability.
- Capacity to handle pressure.
- Willingness to travel extensively across the construction sites.
- Physical and mental fitness to perform all roles of this job description.
- Strong focus on quality.
- Valid driver’s license.
- U.S. citizen and the ability to pass and maintain a Security Clearance.