



### **About our Firm**

In business for over 47 years, Hammond Construction is a construction management and general contracting company serving health care, commercial and educational markets. We are one of the largest professional management and contracting companies in Northeast Ohio, providing experienced managers and quality construction services. Corporate and financial management, project planning and pre-construction services originate from our business offices in Canton, Ohio. Field offices established at the job site provide our on-site presence, and serve as the control center for day-to-day activities during construction and post-construction. We are currently recruiting for a Project Superintendent to join one of our on-site teams based in the Northeast Ohio region.

**POSITION GENERAL DESCRIPTION:** The Project Superintendent will be responsible for one or more projects at any given time. The Superintendent will lead subcontractors and staff assigned to the project to meet the quality, safety and schedule expectations of the client. This individual will be a point of contact for jobsite issues and contractual requirements related to their assigned project. The Superintendent will work closely with the Project Manager and report directly to the Owners and Vice President.

### **POSITION RESPONSIBILITIES AND DESIRED CAPABILITIES:**

- Must have the ability to read and understand construction documents including project plans, specifications and shop drawings.
- Ensure subcontractors are complying with the Contract Documents
- Manage contractor's compliance with Hammond Construction's Site-Specific Safety Requirements, Safety Manual as well as each companies' written safety manual and all OSHA requirements.
- Manage and implement required quality control measures for each contractor
- Review shop drawings and submittals to ensure the work in progress is in compliance with the contract documents and the reviewed shop drawings and submittals.
- Coordinate on-site deliveries
- Conduct Pre-construction meetings with contractors in order to communicate the policies, procedures and expectations for a project before each contractor begins working on site
- Conduct beneficial, organized, weekly meetings during construction with contractors and owners and record minutes (if there is no Project Engineer on the project)
- Provide schedule input and 4-week forecasts; verifies work progress for schedule updates
- Assist with the management of project changes, including distributing bulletins, RFI's and ASI's
- Review LEED documentation for compliance with work in progress.
- Upload photos and documents into PlanGrid for the project team
- Manage site security at all times; on call 24/7 as needed for emergencies
- Coordinate work between trades for optimal productivity
- Assist the Project Manager with Change Order review
- Communicate and reinforce the Company's vision, values and goals
- Perform additional assignments per supervisor's direction

**EDUCATION/EXPERIENCE:**

**Education:** High School Graduate or greater

**Experience Required:** minimum of 5 years supervisory experience in construction, using similar construction methods. Proven track record of managing construction projects valuing \$5 million or more.

**Skills/Abilities:** Shows the ability to have strong interpersonal, organizational and problem-solving skills. Basic computer skills. Ability to control and supervise large groups.

Learn more about Hammond by visiting [www.hammondconstruction.com](http://www.hammondconstruction.com)