
Job Duties and Responsibilities (Project Superintendent):

- Ensure contracts are in place and all required documentation is accounted for
- Projects may or may not require some level of weekly travel contingent on the season of work and project locations.
- Oversee all aspects of construction project ensuring the delivery of an efficient and quality project representative of the PBS brand
- Identify project opportunities and assess project risks
- Participate when and where necessary in the preparation and presentation of cost/budget information
- Implement creativity and resourcefulness to obtain best overall quality from our team of subcontractor/supplier partners
- Interface with association members, project inspectors, architects, engineers, city and county officials, clients, and other parties
- Maintain the highest standard of workmanship that adhere to project plans
- Monitor projects financial performance
- Maintain communication with clients, and address any actions necessary to close out projects satisfactorily and with the highest degree of integrity
- Ensure proper use of construction management software on all projects.
- Upload and maintain all project documents
- Maintain project schedule and budget. Notify leadership team of any significant concerns or risks impeding project delivery in advance of their occurrence or as soon as revealed.
- Lead weekly project management meetings and other meetings as required
- Prepare weekly project updates for PBS and client utilizing update template