

## Mark Young Construction, Inc.

Job Description – Superintendent



JOB TITLE: Superintendent  
EXEMPT (Y/N): Yes  
LOCATION: Colorado and Surrounding States  
DEPARTMENT: Operations  
SUPERVISOR: Project Manager

### **Position Summary:**

The Superintendent in this position works closely with the Project Manager, Engineer, Owner, Sub Contractor and others on his/her team and is primarily focused on project planning, gross profit, financial outcome, and overall cost of product.. This position offers the opportunity to gain experience working with Project Managers, Sub Contractors, and MYC Office staff, Clients, Architects, Engineers and Consultants to complete commercial building projects on time and on budget.

### **Essential Duties and Responsibilities:**

- Plan project elements/divisions with regard to Owner contract and Sub Contractor contracts – Specifications, drawings, general conditions, supplementary conditions, addendums, changes
- Read and comprehend blueprints for use in the field and in discussion with Owners, Architects, MYC Management and crews
- Analyze and understand self-performed work. Analyze processes – make suggestions to be efficient and effective
- Develop and train Project Engineers, Carpenters, Laborers, Concrete Finishers
- Complete and carry out 3 week schedules with no slippage
- Understand and carryout MYC Operations Manual guidelines
- Understand and carryout MYC Safety Manual guidelines
- Establish safety on site – correspond with MYC staff and Safety Consultants regarding safety concerns, corrections, and policies.
- Experience with Project Engineer position, Carpenter, Laborer, Concrete Finishers
- Complete timecards, daily construction reports, equipment logs, daily and weekly safety inspections, weekly safety meetings
- Assist with Estimating occasionally
- Work with crews in the field – know the fundamentals of MYC and self performed work, know the deadlines and timelines crews are on, answer crew questions, guide crews to meet established deadlines
- Familiar with ICBO, ASTM, ANSI, ACI, UMC, etc.

### **Qualifications & Requirements:**

- Bachelor's degree (B.S.) in Civil Engineering or Construction Management from a 4-year college, or equivalent commercial construction industry experience
- Ability to read and analyze construction documents for commercial and civil construction projects
- Knowledge of Microsoft computer applications (Word, Excel, PowerPoint)
- Field work experience – Know operations requirements, self performed labor requirements,
- Ability to compose reports and business correspondence
- Ability to effectively and efficiently communicate with Owners, Sub Contractors, Vendors, etc.
- Mathematical proficiency utilizing fractions, percentages, ratios for practical situations
- Ability to solve practical problems and examine a variety of tangible variables
- Ability to interpret a variety of written and oral communications
- Ability to be located out of town or out of state
- Ability to pass drug test, background check, OSHA 30 Hour
- Ability to work out of state, nights, and weekends

### **Physical Requirements:**

The employee must frequently lift and/or move up to 50 pounds. Employee may be required to drive long distances. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms including above the shoulders, climb or balance, stoop; kneel, crouch, crawl, talk, and hear. Close, distance, color, peripheral, and depth perception vision is required. The employee is occasionally required to sit.