

Kaufman Lynn, Inc.

Job Duties and Responsibilities

SUPERINTENDENT

- Oversee and be responsible for all aspects and phases of construction.
- Direct and oversee quality of workmanship.
- Confirm that all subcontractors are working with current drawings and that work in place meets requirements of design.
- Have good understanding of all systems prior to installation.
- Review and full understanding of submittals, shop drawings, etc. prior to installation.
- Evaluate construction methods by dividing activities into specific logical steps.
- Establish and maintain scheduled deadlines.
- Schedule testing agencies.
- Coordinate any field issues with Owners representative, Engineers or Architect.
- Assist project management with schedule, contracts, issues with Owner, Subcontractors, Architects, etc. to facilitate the progress of construction.
- Primary contact with building inspectors and code compliance.
- Create agendas and chair all subcontractor meetings.
- Control of daily as-built drawing updates.
- Responsible for overall jobsite safety.
- Responsible for overall jobsite security.
- Responsible for opening the jobsite in the a.m. and securing the jobsite at the end of each workday.
- Coordinate jobsite deliveries.
- Assist project management with material procurement.
- Control any necessary temporary labor.
- Control of rental equipment usage.
- Assist project management with submittal review.
- Produce 2 week look ahead schedule.
- Produce thorough daily reports including, but not limited to, accurate reporting of any weather related delays, subcontractor or owner delays.
- Inventory and securing of all materials purchased by and delivered to KL.
- Key contact for parking, towing and related issues.
- Key contact for waste removal.
- Oversee upkeep and maintenance of perimeter site fence.