



## **General Superintendent - Industrial Services Division**

### **ABOUT US:**

J. Davis Construction is a full-service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The Industrial Service Division is focused on providing facilities and production maintenance support services to manufacturers and industry across our service territory.

### **POSITION SCOPE:**

The General Superintendent for the Industrial Services Division is responsible for people, tools and materials. Success is getting crews scheduled on jobs ahead of time with the proper tools. Creating operational efficiency is a high priority with this position. Good communication and organizational skills are keys to success in this role.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- People
  - Assemble, maintain and adjust crew members schedule of work
  - Lead weekly scheduling meeting with Project Management staff
  - Communicate work schedules to Crew Members
  - Ensure completed work orders are received and distributed to crew leaders
- Tools
  - Manage J. Davis Tool Crib
  - Track and manage tool budget and inventory
    - Manage/oversee tool purchases
    - Perform quarterly tool inventory on all company owned tools
    - Set limits on number of tools to keep in inventory
  - Coordinate availability of tools per project needs
- Materials
  - Maintain inventory of on hand materials
  - Coordinate and handle all project material (doors, hardware, steel, etc.) delivered to JDC1
- Safety
  - Performs random project safety, efficiency, and quality audits

### **SUPERVISORY RESPONSIBILITIES:**

- Industrial Superintendents
- Industrial Crew Leaders

**SKILLS & ABILITIES:**

- Must be computer literate with a working knowledge of Microsoft Office applications
  - Word, Excel, Outlook, Project
- Good communications and organizational skills
- Good at problem solving and forecasting

**J. DAVIS EMPLOYEE EXPECTATIONS:**

- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

**EDUCATION AND WORK EXPERIENCE:**

Minimum of 5 years construction experience in an industrial setting. A background or experience with personnel management, team leadership, purchasing, budget tracking or inventory management is preferred.

Bachelor's Degree in Construction Management or related field not required, but preferred.

Interested applicants should apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, [rjohnson@jdavisinc.com](mailto:rjohnson@jdavisinc.com).