



## **Superintendent – General Construction 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 General Construction Division is focused on being the premier general contractor in our service area. We pursue projects in the following sectors: Industrial, Amenities/Community, Higher Education/K-12, Commercial and Governmental.

### **POSITION SCOPE:**

The Superintendent is responsible for day to day management of the job as a member of the J. Davis project team. From the field, you will coordinate the activities of sub-contractors, ensure safety and quality control standards are being met and solve problems as they arise to ensure the timely completion of a project.

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

- Schedule subcontractors, consultants and vendors in critical path to ensure completion of project and is ultimately responsible for meeting all schedule requirements
- Responsible for performing safety and quality control duties and responsibilities regarding the work being performed
- Communicate with project team regarding RFI's and Material Submittals
- Ensure that subcontractor is fully executing and complying with his contracted scope of work
- Coordinate required inspections with local jurisdictions
- Identify subcontractor non-compliance with safety, health, and environmental quality standards
- Identify conflicts in construction progress and communicate them to project team for resolution
- Maintain daily log (written/electronic) of activities on the jobsite
- Can perform Superintendent duties at multiple job sites, simultaneously
- Responsible for oversight at the job when any work is being performed
- Ensure subcontractor has corrected all deficiencies identified by project team
- Walk project daily to monitor activities and assist in future planning
- Preside over weekly subcontractor meetings designed to coordinate the work
- Issue notices of non-compliance to subcontractors in regards to quality of work or scheduling
- Ensure that the job site is always kept in a clean and organized manner
- Perform job progress and completion punch list identification and completion
- Create and maintain an overall project plan for all jobs
- Creates safety plan for project

### **SKILLS & ABILITIES:**

- Advanced knowledge of commercial and industrial construction
- Ability to identify deficient work and provide a resolution

- Must be able to read blue prints
- Good communication and customer service skills
- Must be a teamwork oriented individual
- Must be computer literate with a working knowledge of Microsoft Office applications
  - Word, Excel, Outlook, Project
- Familiarity with construction project management software

**J. DAVIS EMPLOYEE EXPECTATIONS:**

- •Maintain company mission and core values
  - Mission
    - "We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
  - Core Values
    - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

**REPORTS TO:**

- General Superintendent

**SUPERVISORY RESPONSIBILITIES:**

- Sub-contractors
- Foreman, if required on project
- Craft Labor, if required on project

**EDUCATION AND WORK EXPERIENCE:**

Required five (5) or more years' experience as a construction superintendent in a commercial or industrial construction.

Bachelor's degree in Construction Management, Building Construction or similar field is preferred, but not required.

Interested applicants should can 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 Stacey Capell, Human Resources Manager at [scapell@jdavisinc.com](mailto:scapell@jdavisinc.com)