

Job Description

ASSISTANT SUPERINTENDENT

EXEMPT (Y/N): Yes

LOCATION: Jobsite

HOURS: Vary

DEPARTMENT: Operations

SALARY RANGE: \$90,000-\$130,000

SUPERVISOR: VP / Operations

SUMMARY: As an Assistant Superintendent for Otto Construction, you will support the project Superintendent in safety, monitoring performance, and coordination of a project. This includes conducting safety meetings, contract document reviews, quality control, and coordination of trades in conjunction with the project Superintendent.

POSITION CAPABILITIES include but are not limited to:

- Ability to designate, delegate, administer and correct work as required.
- Ability to develop sequencing of work activities and adjust based on productivity feedback from subcontractors.
- Demonstrates trouble shooting and resolution skills.
- Partner with other Trades to control productivity. Assist in implementing the overall plan and schedule. Strategize opportunities to increase effectiveness of the plan.
- Ability to recognize predictable failures, focusing on reducing variables to achieve more consistent outcomes.
- Ability to recognize, deploy and chronicle predictive analytical processes to help with continuous improvement plans on current and future projects.
- Leadership qualities with strong team building, communication and listening skills.
- Proactive in avoiding problems and solving them once recognized.
- Practices and promotes an inclusive work environment.
- Upholds the company's philosophy of Honesty, Integrity, and Compassion for Others
- Develop and instill confidence, competence, and trust in Team and when representing the Company to clients.
- Handles multiple priorities and varied workloads and working as a Team with co-workers to accomplish Company and Project goals.
- Ability to help develop and maintain an integrated Project Team of key stakeholders.
- Ability to assist in leading open discussions regarding project challenges and work toward productive resolutions.
- Ability to assume the main Superintendent role at any time.
- Competent Computer Skills in MS Office Suite and other software such as Bluebeam, Asta or Microsoft Project
- Timberline Project Management Software Experience would be preferred or similar knowledge of relational database project management software.
- Good DMV record.
- OSHA 30, First Aid and CPR certificates
- Demonstrates basic knowledge of commercial construction activities: surveying, concrete, framing, civil work, exterior envelopes, etc.
- Monitor the schedule with PM's, PE's and Superintendent.
- Assists in managing schedule development (pull planning, short interval schedules, milestone schedules, and other LEAN principles)

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

1. Represent Otto Construction in a professional manner for project clients and their consultants.
2. Develop and maintain a positive working relationship with project inspectors, building officials, surrounding neighbors and trade union representatives.
3. Demonstrates and reinforces a culture of safety throughout the project.
4. Assists in ensuring the project is following Otto's Injury & Illness Plan and Title 8/Cal-OSHA requirements to include subcontractors. Enforce site access limitations and entry requirements to ensure public safety.
5. Assists in maintaining job site Safety and constantly monitors job site for potential safety hazards. Take appropriate action set forth by Company policy.
6. Represent Otto Construction in a professional manner for project clients and their consultants.
7. Develop and maintain a positive working relationship with project inspectors, building officials, surrounding neighbors and trade union representatives.
8. Demonstrates and reinforces a culture of safety throughout the project.
9. Assists in ensuring the project is following Otto's Injury & Illness Plan and Title 8/Cal-OSHA requirements to include subcontractors. Enforce site access limitations and entry requirements to ensure public safety.
10. Assists in maintaining job site Safety and constantly monitors job site for potential safety hazards. Take appropriate action set forth by Company policy.
11. Schedules and conducts Safety meetings.
12. Participates in the administration of the project quality control plan. Monitors work quality and implements field quality control to maintain compliance with Contract plans and specifications.
13. Provides support to project Superintendent required for the execution of the work and assists in the resolution of field problems as necessary.
14. Develops a thorough understanding of the prime contract and the subcontracted scopes of work.
15. Coordinates project access and supports the project in coordinating deliveries to the jobsite.
16. Maintains daily contact with project Superintendent and trade partner foremen to stay abreast of changes in the sequence of work; organizes field crews daily to provide the field engineering support needed to support construction activities that day. This may include monitoring alignment of forms before concrete pours, concrete finishing to the prescribed elevation, placement of anchor bolts, structural steel, embeds openings, penetrations, etc.
17. Manage craft field team for optimal performance with self-performed work, includes projecting 2-3 weeks in advance for coordination with all Otto projects.
18. Participates in and may conduct weekly coordination meetings with trade partners.
19. Coordinate inspections, special inspections, Owner/Architect reviews
20. Discusses field construction problems with the project Superintendent on an ongoing basis, offering ideas that could lead to a solution to the problem; may assist the Superintendent in day-to-day supervision of the crafts when so assigned and report quantities of work in place.
21. May provide lines, grades and layout as required for the project.
22. Utilizing the benchmark provided by surveyor, directs a crew in establishing the dimensional control lines and elevations for the project.
23. Periodically monitors dimensional control of subcontracted work.
24. Checks and verifies the accuracy of all dimensions on the plans and shop drawings; initiates RFI's in a timely manner to resolve discrepancies before they can cause construction delays.
25. Assists Project Engineer in developing and maintaining as-built drawings and other work tasks and assists with or reviews and processes submittals, sub-contractor change orders, RFI's, and self-performed work budget forecasting.
26. Ensures the timely and appropriate generation, distribution, and resolution of RFI's.
27. Maintain daily job journals documenting start and completion dates of activities and milestones, tests, inspections, important conversations, material deliveries, and unusual events such as weather and schedule impacts.
28. Participates in risk management including identification, analysis, response planning and monitoring and control on a project and demonstrates competency in understanding the



environmental control processes (SWPPP) for the project and takes corrective actions when necessary.

29. Attend project meetings with owner/architects.
30. Maintain control over timecards and material purchases to include phase coding.
31. Track and report quantities of self-performed work on a weekly basis.
32. Maintain status of equipment maintenance and repair.
33. Supervise and mentor project engineers and Otto craft personnel.
34. Performs other duties as assigned by immediate supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum 4 years of Field Engineer or ground up commercial construction Foreman experience is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as plans and specifications, safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively in one-on-one situations with customers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.

OTHER SKILLS and ABILITIES:

Recognized as a self-starter and ability to meet deadlines.

Ability to work well with others and achieve team goals.

Highly dependable with excellent organizational and time management skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to ½ mile daily. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

STANDARD BENEFITS INCLUDE:

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave
- Profit sharing/incentive plan
- Continued education & industry certifications
- Wellness and team building activities

Resumes can be emailed to Robert Ussery – russery@ottoconstruction.com

Employment placement agencies and executives need not inquire.