



Assistant Superintendent

The Assistant Superintendent will work with the Superintendent and the General Superintendent to help oversee select projects in progress by RA-LIN. The Assistant Superintendent is expected to learn and carry out all functions of a site Superintendent and perform other duties as necessary.

Responsibilities

After meeting with the Project Manager and receiving copies of the plans and specifications, the Assistant Superintendent is expected to assist the Superintendent in making arrangements for starting the project and will assist in all operations at the job site. This includes understanding location layout and verifying conformity with contract drawings and specs. Responsibilities include:

- Help set up the job site office, dry storage facilities, and sanitary facilities including water and electric service
- Ensure the bulletin board display is kept up to date with required notices, permits, labor department bulletins and RA-LIN special notices
- Organizing expenses by the relevant cost codes related to the job
- Conveying and exhibiting RA-LIN standards of workmanship to all subcontractors present on the site
- Managing the project schedule under the guidance of site Superintendent
- Assisting with submitting Daily Logs, pictures and other necessary documentation in Procore
- Ensuring all crews are adhering to RA-LIN safety policies and procedures
- Participation in all pre-job planning and strategy sessions
- Reviewing project progress, cost reports, schedules and requirements for completion
- May perform other duties as assigned

Living the RA-LIN Culture

The Assistant Superintendent is an ambassador of RA-LIN and is expected to maintain pleasant and respectful relationships with clients and fellow employees. Must perform responsibilities while upholding the company's beliefs in client service, excellence, teamwork, continual improvement and professionalism. Responsibilities include:

- Understanding and embracing RA-LIN Strategic Objectives and processes to drive positive business outcomes
- Implementing, maintaining, and improving on the RA-LIN Core Values to drive continual improvement and excellence
- Serving as a role model and promoting professional behavior

Relationships



- With General Superintendent. Reports to and is evaluated by the General Superintendent
- With Superintendent. Reports to and is evaluated by Superintendent
- With Division Vice Presidents. Works with the Division Vice Presidents to ensure success of complete project
- With Project Manager & Assistant Project Manager. Works with the Project Manager to ensure proper execution of the project
- With Crewmen. Supervises the work and training
- With Subcontractors. Ensures that subs understand their requirements and perform their job according to specifications
- With Clients. Ensures 100% client satisfaction and reflects our Mission Statement and core values

Qualifications

- Bachelor's degree Engineering, Construction Management from an accredited University
- 5+ years related experience + internships
- Proven written and verbal communication abilities
- Proficiently with computer applications, including Microsoft Office Suite etc.
- Ability to work independently and as part of a team
- Must be able to travel 50%+ of the time
- Serving as a role model and promote professional behavior

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. Performance of the duties will occasionally require:

- Physical ability to climb permanent and temporary stairs
- Passenger use of construction personnel hoists
- Ability to climb ladders and negotiate work areas under construction
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus
- Use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc.), stand, climb, balance, stoop, kneel, crouch, or crawl
- Occasionally lifting and/or moving up to 50 lbs.



Work Environment:

While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts, high precarious places; fumes or airborne particles; outside weather and risk of electric shock. The noise level in the work environment is usually moderate to very loud.