



Job Title: Site Superintendent  
Job Status: Salary Exempt  
Reports to: CEO and President  
Grade Level: 7  
Positions Supervised: N/A

**What we need you to be...**

A creative, leading, negotiating, organized and construction loving Guru. As an important part of Team Scalish, we want you to be the best cultural fit. We can promise a great vibe, great people, and purposeful, exciting work. You will have the opportunity to oversee new projects and all construction shenanigans that take place on the worksite. We're going to want you to communicate and be a team player as you will be responsible to lead and supervise Contractors, Subcontractors and vendors. Don't get scared! We're here to help. We pride ourselves on being a team-oriented company and you will have access to the team members at all times to make decisions, chat and work together on projects.

**Guru-like duties...**

- Create schedule, review and understand construction documents, bid breakdown template and work scope, and ensure proper follow up on open projects.
- Review on site daily progress and make sure next steps are in order.
- Ongoing communication to Project Manager with updates and/or issues for each construction worksite.
- Update internal CRM software, Daylite, with updates, concerns, completion of all internal administrative functions, including the electronic filing system, while updating all Operational manuals with processes change.
- Acquire permits and work with the Project Manager to schedule city inspections, as needed.
- Communicate regularly with clients to assure satisfaction by consulting on project specifics, managing schedule, design and construction changes, and sign offs as needed.
- Work with architects and Project Manager to clarify and ensure scope is met from plans and specifications.
- Work with subcontractors to value-engineer projects.
- Manage and maintain accuracy of material take-off sheets.
- Meet construction budgets by monitoring project expenses, identifying inconsistencies and applying the corrective actions, as needed.
- Accomplish desired construction project results by defining project purposes, predicting required resources, scheduling and coordinating subcontractors.



- Evaluate milestone conclusions and execute change orders.
- Prevent fines and interruptions, comply and enforce legal codes while assessing potential safety hazards, offering timely and safe solutions.
- Complete necessary reports and meet weekly with Scalish team to discuss construction progress.
- Manage and communicate to appropriate parties using the internal electronic system for blueprint management.
- Boost exposure of the Scalish Construction brand, and document construction progress with attention to key components that will be obscured from view, but may need to be reviewed later, by taking photos before, during and after each project.
- Continue to stay current in the construction world by researching new subcontractors /vendors and stay up to date with industry standards and techniques.
- All other duties as assigned.

#### **Extra Guru-like skills we love...**

- Ability to delegate and work as part of a team
- Proven organizational skills either through work experience or construction experience
- Unparalleled commitment and attention to detail, and a willingness to go the extra mile
- Experience managing 3rd party vendors
- Negotiation experience a plus
- First Aid Certified
- Osha 10 and Osha 30 Certified
- Computer literacy, Mac platform preferred

#### **Physical Requirements**

- Must be able to operate computer and other productive office equipment
- Must be able to stand for extended amounts of time
- Ability to lift up to 50lbs without assistance
- Ability to sit at a desk for long periods of time
- Must be able to communicate effectively via phone, computer and other additional office equipment
- Ability to make quick decisions regarding the business and its employees

#### **Travel**

Travel is expected, as needed. Mileage Compensation will be provided. See Benefit Package

#### **Additional Considerations**



Scalish Construction, LLC's culture and values are a part of what makes the company successful and a great place to work. The successful employee must be comfortable in a fast-paced work environment with many crucial deadlines where communication and dedication to our clients and team are very important.

**Benefits**

Scalish Construction, LLC benefit package includes 3% match of 401K, paid holidays, accrual based personal days up to 5 per year, day off for birthday and a paid 30-minute lunch break per workday. In addition, Medical insurance options are available.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time.

By signing this Agreement, I agree and acknowledge to the terms listed above by Scalish Construction, LLC

\_\_\_\_\_  
Full Printed Name                      Signature                      Date

\_\_\_\_\_  
Manager Printed Name                      Signature                      Date