**Position: Project Superintendent**

**Summary:** The Trevino Group, Inc., is based out of Houston, Texas and has divisional offices in Galveston, San Antonio and DeSoto. We have extensive experience providing construction management services for all types of commercial construction projects including, educational, office renovations, hospitals, and many other types of facilities. We are always looking to hire well-rounded experienced individuals to join our team, long term.

Currently, we arein search of an experienced Project Superintendent. This individual will be responsible for coordinating and managing all on-site activities, as well as work with project teams including Project Managers, Project Engineers, Foreman, and other personnel. The PS will assist with developing the construction schedules, scopes of work, bid packages and solicit subcontractors and suppliers. Ensures all clarifications, changes, directives, and RFI’s are updated on the “as-built” drawings; and provides updated schedules for all projects assigned to ensure timely completion. The PS is also responsible for project safety; maintains project binders and coordinates with project manager and project administrative staff to ensure the accuracy of subcontractor completion percentages, payments, substantial completion and close out documentation. Attend progress meetings, ensures all punch list items are complete in a timely fashion and performs other duties upon request.

**Requirements:**

* High school diploma or GED equivalent.
* Bachelor’s Degree in Construction Management or related field, or equivalent previous experience.
* Thorough knowledge of all construction/renovation processes, including mechanical, electrical, millwork and other subcontracted processes.
* Knowledge of AIA documentation.
* Thorough knowledge of construction safety standards
* Two years experience in supervising subcontractors and project foremen.
* OSHA 30 Certified or ability to obtain

**Benefits:**

* Medical, dental, vision, basic life, supplemental life, short and long term disability, health savings account and 401K.
* Paid time off
* Paid holidays

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.