**Position: PE/Assistant 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 PE/Assistant Project Superintendent.  Responsibilities include working with the Project Managers and Superintendents on the initiation of project documentation; assist in cost estimating, planning, scheduling, materials procurement, cost control and quality management. The PE/Assistant Project Superintendent will also develop and implement the submittal schedule, review submittals for accuracy, process RFI’s and change orders; attend progress meetings and assist with the development and completion of punch list activities and close-out documentation. Performs other duties as requested.

**Requirements:**

* High school diploma or GED equivalent. Bachelor’s Degree preferred in construction management or related field.
* Must have at least 5 years previous construction experience (or related degree in lieu of experience)
* Strong verbal communication skills and proficient in Microsoft Office Software.

**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.