

THE TREVINO GROUP JOB DESCRIPTION

Job Title: Assistant Project Superintendent

FLSA Status: Exempt

Reports To: Project Superintendent

Date: September 2016

SUMMARY

Responsibility includes assisting the Project Superintendent with the overall day-to-day supervision of field related construction activities for one or a small number of construction projects as assigned. Assist with directing field personnel and subcontractors, scheduling the day-to-day jobsite activities; oversee projects to assure in compliance with the scope of work as established by the contract documents; reinforce jobsite cleanliness and safety of the project; proactive with resolving problems that can delay the project completion; assist with the permit and inspection process; perform inspections of the work done by in-house craft workers as well as the subcontractor's work to ensure the work is within plans and specifications set forth by contract documents; attend progress meetings; assist with estimates for minor construction/renovation work upon request. Assist with maintaining project binder in order to track project schedules, requests for information, construction change requests/directives, project safety (including ILSM), and any additional project related documentation.

DUTIES AND RESPONSIBILITIES

1. Assist with the oversight of the project to ensure scheduled work has been performed by subcontractors, craftsmen, and vendors for the duration of the project.
2. Assist with updated project schedules for all projects assigned to ensure timely completion of projects.
3. Ensures that the project is in compliance with all owner requirements, including, but not limited to, safety, outage notifications, coordination of work, etc.
4. Assist with maintaining project binders in order that all written documentation related to the project can be filed and retrieved as required.
5. Attends progress meetings as requested by the Project Superintendent.
6. Promote and maintain a safe and clean work environment.
7. Assist with the project punch list items to ensure all work listed is completed in a timely manner.
8. Exemplifies the service attitude of The Trevino Group at all times.
9. 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.
- Thorough knowledge of construction safety standards.
- Two years experience in supervising subcontractors and craft workers.
- Excellent verbal and written communication skills.
- OSHA 30 certified or the ability to obtain

WORKING ENVIRONMENT

- May be exposed to heat, cold, fumes, fluorescent and other types of lighting, sterile areas, loud noises, and construction hazards.
- Must be mobile and able to stand and/or walk for long periods of time throughout the day (is constantly moving and not at a desk), and must be able to lift/push/pull up to 50 pounds.