



**Job Description: COMMERCIAL CONSTRUCTION SUPERINTENDENT**

**Location:** Beaufort, SC

**Organization:** Beaufort Construction Inc., Commercial General Contractor

Beaufort Construction primarily works in the commercial construction sector in Beaufort County, Colleton County, Jasper County, Hampton County and sometimes Charleston County. Projects consist of, but not limited to, restaurants, churches, banks, retail, light industrial, libraries, medical offices, etc.

**Job Summary:** As Superintendent, provide managerial and leadership skills necessary to accomplish the work relative to commercial construction by means of in-house forces and to manage the day-to-day progress of sub-contracted work in a safe and expeditious manner. Manages the day-to-day field operations. Is responsible for the production aspects of the work and accountable for producing high quality work. .

**Duties and Responsibilities:**

- Responsible for establishing a professional work environment that includes: fostering a positive atmosphere, promoting proactive and effective communication, facilitating problem solving and for minimizing/resolving conflict in a constructive manner.
- Works with Project Manager (PM), but not limited to coordinate labor forces, sub contractors, project schedule, delivery schedules, etc. Field verifies measurements and square footages. Identifies structural challenges/limitations. Identifies Mechanical Electrical Plumbing (MEP) issues/limitations. Offers suggestions and alternative methods of construction.
- Establishes time lines, flow charts and plans of action, to aggressively initiate, follow-through and complete facility improvement projects in the most expedient and cost effective methods.
- Provides timely and accurate staffing requirements: daily log; work force time cards; cost coding of weekly invoices; job-site safety; and progress reports.
- Supervises the day-to-day on-site construction operations. Inspects the work of each trade/phase to insure the quality of work is to standards and being built in accordance with plans and specifications. Incumbent is responsible to insure work meets applicable codes and coordinates local building inspections, special inspections, fire marshal, DHEC inspections as project documents require. Knowledgeable in the application and interpretation of International Building Codes, ADA regulations and National Fire Protection Association codes.
- Uses knowledge, skills and experience obtained in a commercial construction management environment to manage in-house and sub-contracted forces in all phases and trades of construction. Must be able to read and interpret plans, shop drawings and specifications.
- Performs material take-offs, procures (locally) materials and supplies as required for in-house staff. Strives to stay current with new industry trends and practices.
- Effectively communicates with design professionals, customers and senior management. Meets with on-site management at regular intervals to discuss project status, changes and problem/issue resolution. Good communications skills are a must.
- Manages job-site safety program
- Provides skilled hands-on assistance as required. Provides guidance on all floor, wall and ceiling lay-outs.
- Performs work in a timely and cost effective manner and maintains a work environment that is safe, clean and orderly.
- Must be willing to work weekends or holidays as required to stay on schedule.
- Must have a valid driver's license.

**Compensation:** TBD based on experience.

**Experience:** Three years of progressively responsible experience which provided a background in the on-site coordination of commercial construction/renovation projects; cost estimating and procurement of construction/renovation projects materials; knowledge of commercial construction inspection practices/procedures; directing and supervising the day-to-day efforts of in-house staff and sub-contractors in all trades or similar work that demonstrated the level of work for the position OR

**Substitution of Education for Experience:** One year of directly related academic study above the high school level or completed study in a business school or technical training institute leading to a verifiable trade, up to a maximum of a four-year bachelor's degree in construction management.

Please submit resume with the attached application:  
Mailing Address: 2732 Depot Rd, Beaufort SC, 29902  
Email: bci@islc.net