



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Assistant Construction Superintendent

Summary

This individual assists in managing our Harwood Construction Management Services (HCMS) development projects. They are responsible for construction services within HCMS and its related entities while ensuring Harwood's financial, construction, and reporting goals and objectives are met.

Classification

Exempt/Salaried

Essential Functions

Job Functions

- Assist superintendent in Overseeing projects for quality control and construction coordination
- Assist in Managing and develop construction schedules for the scope of project
- Assist with construction schedule management; creation of construction schedules, performing regular schedule updates, monitor logic relationships, insert new activities and impacts
- Assist project team with subcontractor buy-out
- Work with General Contractor(s) Superintendent for on-site construction coordination
- Work with Owner's Construction Management and in-house Architect group for on-site coordination
- Review of all construction RFI's, submittals and construction documents for constructability
- Help Prepare daily and weekly reports
- Provide photograph and written documentation of the project
- Oversee the construction of Owner furnished scope of work
- Provide ground-up Superintendent experience and exposure
- Provide high-end interior finish experience
- Coordinate inspections as needed
- Ensure all functions uphold policies and procedures set by Harwood standard's

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Personal organization
- Communication
- Project Management
- Planning
- Results Focus
- Team Leadership
- Time management and organization skills

Additional Eligibility Qualifications

Microsoft Office, OSHA certified

Supervisory Responsibility

Yes

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours is allowed.

Required Education & Experience

- Experience with multifamily, condominium, commercial, high-rise
- Minimum 6-10 years of project foreman, or construction administration experience in high end construction projects.
- OSHA certified

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com