

## ASSISTANT SUPERINTENDENT

### About C.Herman Construction

C. Herman Construction is a general contracting company that specializes in multi-family construction. In seven short years, we have grown our client base across the Southeast from relationships and referrals alone, and built projects totaling more than \$250 million. Our market expertise includes multi-family, commercial, interiors, and historic rehab projects. C. Herman Construction is licensed in NC, SC and GA with offices in Charlotte, Wilmington, and Charleston, SC.

C. Herman Construction is focused on bringing together team members that share our same mission: To provide quality construction and exceptional customer service through a dedicated partnership approach. We are a culture of passion, teamwork and encourage continued professional and personal growth. Come make your mark in a growing company alongside other dedicated, determined, growth driven professional

### What We Are Looking For

C.Herman Construction is looking for an experienced assistant superintendent with a minimum of 5 year's experience in ground up, multi-family construction. This position will be based in Charlotte, NC and will report to the Lead Project Superintendent.

The ideal candidate will have exceptional communication skills, strong leadership, the ability to multitask and work as a team. This team member will assist the Superintendent with overall onsite management of the project from inception to final acceptance. The Assistant Superintendent will also provide supervision of subcontractors and ensure safe working conditions on the jobsite at all times.

### Benefits

We offer an environment that encourages professional and personal growth, an excellent benefits package, and a small close-knit family culture. Join a team that values people and a place where our team members are our greatest asset. Some benefits include:

- Competitive Salary
- Bonus potential
- Health, Dental, Vision Insurance
- Family/medical leave
- Parental Leave
- Company 401K
- Short-Term/Long-Term Disability
- Group & Voluntary Life Insurance
- Paid Time Off (PTO)
- Half Day Fridays Every Other Friday (May-Aug)
- 8 Paid holidays per year
- Company Outings/Team Building Events
- Employee referral program

**\*See page 2 for job responsibilities/qualifications**

## Key Job Responsibilities

- Communicate and work closely with the superintendent on a daily basis
- Assist superintendent in managing all on-site assigned personnel and providing a positive and safe work environment
- Ensure safety policies/OSHA requirements are adhered to by those working on the project site each and every day. Notify the superintendent of any safety violations on-site.
- Assist the superintendent with the weekly subcontractor/safety meetings
- Monitor the work of subcontractors, laborers, and other partners to ensure compliance with relevant laws, protection of the company from risk, and the compliance with established budgets and deadlines.
- Maintain the construction schedule and ensure the proper sequencing of all construction activities such that consultants and subcontractors can operate profitably and efficiently.
- Inform superintendent of any plan changes/design issues
- Work closely with superintendent do meet or beat all construction milestones.
- Read all scopes associated with work to ensure all subcontractors are meeting their contractual obligations
- Complete turn over sheets and appliance logs as units near completion
- Collect all material delivery tickets and send to the controller to ensure a timely payment process to all vendors
- Collect all delivery/pick up tickets on rental equipment and send to the controller to ensure all equipment is tracked properly
- Develop plan for sequencing and logistics of construction activities.
- Have working knowledge of the plans and specifications.
- Maintain and implement quality control plan.
- Ensure that the project site and its contents are secured at the close of each working day. Maintain a clean and orderly site during the construction process.
- Complete a required daily log of project progression at the close of each workday

## Qualifications

- 5+ year's experience with ground-up, multi-family projects of 100 units or greater, ideally as an Assistant Superintendent, or in a similar position. Thorough knowledge of construction cost, scheduling, estimating, purchasing, and engineering principles and techniques.
- Engineering or Construction Management degree preferred but not required
- Proficiency with reading, understanding, and interpreting plans, specifications, drawings, contracts, and other documents.
- Demonstrated ability to professionally resolve issues with clients, subcontractors, and other third parties in a timely manner.
- Proficiency with construction management and office productivity software, including MS Excel, MS Word, or other web-based or mobile document and project management solutions.
- Experience with Procore Construction Management software preferred, but not required
- Act in a manner of integrity that shows support for C.Herman Construction, our core values, while maintaining constant focus on meeting/exceeding client requirements and expectations

**TO APPLY**

**Submit cover letter, resume and a list of proven job experience in multi-family construction to [kklunk@chermanconstruction](mailto:kklunk@chermanconstruction).**