



## Assistant Project Superintendent

### Job Overview

We are looking for an efficient and motivated Assistant Superintendent to help us manage construction schedules. You will be responsible for creating and overseeing the implementation and completion of projects on time. Also, you should be able to maintain a detailed and accurate record of all construction projects.

As an Assistant Superintendent, you should have outstanding multitasking abilities and excellent project management skills. You should assist with site inspections and ensure all safety and health regulations are being followed. Moreover, you should be able to participate in various meetings and workshops.

To perform at the job role, you should have decent years of experience in the Construction industry. In addition to this, you should have strong analytical and problem-solving skills. Your ability to work as a team player as well as independently will be advantageous for this role.

If you can ensure smooth and timely functioning of all construction projects, then do send across your application. We would love to hear from you.

### Responsibilities

- Developing and implementing project schedules
- Ensuring that the project is completed as per the assigned timeline and budget
- Meeting with clients and discussing their construction requirements
- Scheduling and assisting the Building Inspector in conducting building inspections
- Coordinating day-to-day activities with the Construction Manager and Construction Project Manager
- Maintaining and updating the project reports in the company database
- Attending meetings for an effective project management
- Ensuring that the construction sites have the necessary equipment and manpower





- Attending training sessions and workshops
- Checking with safety guidelines are followed on construction sites
- Acting as an intermediary between clients and team members and fostering long-term business relationships

### Requirements

- Bachelor's degree in Construction Management or a related field
- 3-5 years of experience as an Assistant Superintendent in the Construction industry
- Excellent time management and project management skills
- Good communication and interpersonal skills
- Familiarity with the safety rules and regulations governing the construction industry
- Ability to work independently and collaboratively with the team
- Good physical and mental strength
- Ability to work for flexible hours and willingness to travel
- Strong technical and computer skills
- Detail-oriented individual
- Ability to offer excellent customer service

Competitive salary based on experience.

Penobscot General Contractors is an equal opportunity employer.

