

Hillhouse Construction is currently looking for candidates to fill the position of:

## SUPERINTENDENT

Become a member of a **dynamic, award-winning, industry-leading commercial general contractor**, building highly sustainable green building projects, state-of-the-art scientific facilities, and high-profile corporate offices. Long-term career opportunities exist for a Superintendent with strong organization and communication skills. Be a valuable part of our growing team!

### DUTIES & RESPONSIBILITIES: (not limited to)

- Conduct project job walks
- Prepare logistics plan and construction approaches
- Participate in the General Contractor proposal and interview process
- Conduct daily project walks
- Establish Site Safety Plans
- Maintain a safe and efficient working environment for subs and construction team
- Monitor and prepare safety reports
- Provide site supervision and direction to extended construction and subcontractor team
- Identify, track, and manage subcontractor's scopes
- Allocate manpower and resources as required to meet the schedule
- Interface with Building Inspectors for sign-off
- Identify potential project impacts and proposed solutions
- Prepare 2-wk Rolling Schedules
- Conduct weekly Subcontractor Meeting
- Attend and contribute to weekly OAC meetings
- Utilize construction background to identify field issues and suggest potential alternates
- Review subcontractor and vendor drawings and submittals for adherence to plans and specs
- Prepare, monitor, and update the Master Schedule

### QUALIFICATIONS:

- Must have at least five years of work experience as a Superintendent
- Completion of OSHA 30 is required
- Completion of CPR and First Aid training
- Understanding of construction practices and procedures
- Must be able to speak, read, and write in English
- Must be able to successfully complete the background check if offered employment
- Must have basic knowledge of Building Management Systems: security, fire alarm/preaction, FM-200, sprinkler riser location, mechanical systems, electrical systems, data centers, and server rooms
- Must have experience with schedules and scheduling

- Able to work nights/weekends
- Strong organizational skills
- Able to follow through with tasks
- Flexible, with the ability to manage multiple tasks/projects concurrently
- Self-starter and able to operate in a fast-paced working environment with minimal direction
- Proficient in Microsoft Office Suite, including experience with MS Project
- Strong verbal and written communication skills
- Physical Demands: The employee must regularly lift and/or move up to 50 pounds

While performing the duties of this Job, the employee is regularly required to stand, walk, reach with hands and arms, talk, and hear. The employee is occasionally required to sit, use hands to handle or feel, climb, balance, stoop, kneel, crouch, or crawl.

## **BENEFITS:**

Competitive base salaries, end-of-year bonuses, health and welfare benefits, and extra perks. Our benefits are designed to promote the immediate and long-term health and success of you and your family. We constantly review and improve our benefits programs to stay at the forefront of Bay Area companies. Along with a great company culture and an in-house gym, we offer comprehensive and balanced benefits that include:

### **Medical - Hillhouse Construction currently offers two options**

- Anthem Blue Cross Gold PPO 500. We cover 100% of your contribution and 50% of your spouse/child(ren)/dependent(s) contribution
- Kaiser HMO Platinum. We cover 100% of the contribution for you and your spouse/child(ren)/dependent(s)

### **Dental**

- Unum Dental. We cover 100% of the contribution for you and your spouse/child(ren)/dependent(s)

### **Disability/Life**

- Short Term Disability – for those working 30+ hrs/week. Benefit percentage 60%. Max weekly benefit is \$2,309. Minimum weekly benefit is 10% of your weekly total disability benefit
- Long Term Disability – for those working 30+ hrs/week. Benefit percentage 60%. Max monthly benefit is \$10,000. Minimum monthly benefit is \$100 or 10% of the insured employees benefit, whichever is greater
- Life/AD&D – Personal Life Benefit Amount is \$50,000, AD&D Principal Sum is \$50,000

### **Financial Wellness**

BrightPlan – for your financial wellness and security. Meet with an advisor or view and make changes online, master your money, get investment advice, plan your future at no cost to you.