Columbia Construction Company, a leading Boston-based construction management firm, is seeking an Assistant Project Superintendent to join our team. We are looking for a person who has experience with the construction management process and can provide assistance to our project team.

Assistant Project Superintendent Responsibilities:

- Along with the Project Superintendent, supervise and coordinate the Subcontractor on-site operations including quality, performance and production of work being performed by the subcontractors and venders. Verify the materials being used are consistent with the contract documents, shop drawings, samples and product data submittals, which have been approved.

- Have a complete understanding of the progress, layout and sequencing of the work and how it relates to the schedule.

- Monitor quality control to assure that the project and its construction conforms to the contract documents.

- Assist the Superintendent with the development and maintenance of the two-week look ahead schedules to be reviewed at the weekly job meetings. Ensure good communication with the Subcontractors regarding their weekly schedule requirements.

- Monitor and enforce Columbia Construction Company's site safety program. Ensure that the site office has all required safety notices and documentation.

- Under the direction of the Project Superintendent, coordinate and schedule material deliveries and document same.

- Develop and maintain a professional relationship with the Clients, Architect, Engineers, Consultants and Inspectional Services. Maintain good communication with all parties involved in the project.

- Have a through understanding of the Contract Documents including drawings, specifications, sketches and Architect's Supplemental Instructions. (ASI's)

- Prepare and execute the project work list (Pre-punch list). Ensure the timely and efficient completion of the Work Lists and Punch Lists.

- Maintain a clean and orderly site.

- Have a good understanding of all the Building / Site regulations. Make sure all Subcontractors and Venders are notified and understand and adhere to them.

- Maintain good communications with the Project Superintendent. Inform the Project Superintendent of all pertinent issues.

- Maintain a neat and professional appearance. The Assistant Superintendent represents the company @ the job site.

- Maintain field office files including, approved submittal, samples, sketches, ASI's, RFI's, Subcontractor Scope of Work's, permits, safety reports, and other written correspondence. At the completion of the project these files are to be boxed and brought to the office.

- Participate in the RFI process.

- Assistant Superintendents can only sign Subcontractor slips under to direction of the Project Superintendent. When signing a Subcontractor slip for verification of time and materials used, the date and a detailed description of the work along with an explanation of why the work was performed must be present on the slip. All slips must be forwarded to the Project Manger weekly. If the Assistant Superintendent does not feel the slip is valid it should not be signed and the Project Manger should be notified.

- Have a complete understanding of the scope of work for each subcontractor on-site.

- Schedule in advance the required services of the Company truck driver and truck. Coordinate deliveries, trash runs, and pickups with the applicable building rules and regulations.

- As directed by the Project Superintendent accompany all Inspectors / Visitors when touring the job site.

- The Superintendent, Assistant Superintendent or a representative of Columbia Construction must be on-site at all time while the job site is open.

- Maintain a clean and orderly field office.

- The Assistant Superintendent must be ability to generate accurate and detailed daily field reports on the Extranet.

- Maintain a current site photo index on the Extranet. At a minimum take photos once a week.

Standard Qualifications and Requirements:

- Bachelor's degree in Construction Management, or related field.
- 1 - 3 years of experience in the A/E/C industry strongly preferred.
- Must possess excellent verbal, written, and visual communications skills.
- Proficient in Word, PowerPoint and Excel.
- Must have ability to work in exposed outdoor/indoor conditions (heat, snow, cold, rain etc.)

Physical Requirements:

Must be able to work at a computer station for up to eight hours per day, and operate keyboard and mouse. Must be able to operate a computer proficiently and operate various business machines including scanner, photocopier, and facsimile machine.

If interested in joining our team, please send resumes to hr@columbiacc.com with Asst. Project Superintendent in the subject line.