

**Columbia Construction Company**, a leading Boston-based construction management firm, is seeking a **Project Superintendent** with **Life Science/Pharmaceutical** project experience to join our team. This person must also have experience with the construction management process and the ability to provide construction oversight to our project team.

**Columbia Project Superintendent Responsibilities:**

- Supervise and coordinate all Subcontractor on-site operations including quality, performance and production of work being performed by the subcontractors and vendors. 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.
- Quality control to assure that the project and its construction conforms to the Contract Documents.
- Along with the Project Manager, create an accurate well thought out Project Schedule. Maintain, update and manage the Project Schedule throughout the project. Develop and maintain two-week look ahead schedules to be reviewed at the weekly job meetings. The Project Schedule should be posted in the field office and updated bi-weekly or more often if needed. All Subcontractors should be made aware of their weekly schedule requirements and should be cognizant of all milestones
- Prepare Daily Field Reports including all Subcontractor manpower, description of work performed, visitors, weather, delays, material and equipment deliveries and other pertinent project information.
- Monitor and enforce all site safety programs. Hold weekly tool box talks and complete and submit all daily/weekly safety and staging inspection report. Ensure that the site office has all required safety notices and documentation.
- Along with the Project Manager develop and maintain a procurement schedule. Coordinate and schedule all material deliveries.
- Facilitate on-site problem solving so as to maintain the project schedule and costs. Plan for manpower, materials and information in advance to avoid interference of any one component with the progress and sequence of the job.
- 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 thorough 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 Vendors are notified and understand and adhere to them.
- Maintain good communications with the Project Manager. Inform the Project Manager of all pertinent issues. Identify work sequences and material procurements critical to the project schedule and communicate them to the Project Manger.

- Maintain a neat and professional appearance. The Superintendent represents the company at 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 Project Manager.
- Participate in the RFI process.
- Prior to signing any Subcontractor slip, the Superintendent must notify the Project Manager for authorization. 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. The Superintendent must forward all slips to the Project Manger weekly. If the Superintendent does not feel the slip is valid it should not be signed and the Project Manger should be notified.
- Participate in the weekly Owner and Subcontractor job meetings. Come prepared to talk about the job site issues, coordination, manpower, schedule, RFI's and any other issues that may be job related.
- Participate with the Project Manger in the review and development of the Subcontractor Scope of Work Sheets to insure of their accuracy and completeness.
- 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.
- Plan for and monitor all winter condition costs
- Accompany all Inspectors/Visitors when touring the job site.
- The Superintendent or a representative of Columbia Construction must be on-site at all time while the job site is open.

**Standard Qualifications and Requirements:**

- 10+ years' project supervision experience strongly preferred
- Life Science/Pharmaceutical project experience strongly preferred
- Must possess excellent verbal, written, and visual communications skills.
- Strong computer skills and proficiency in MS Project, Word, PowerPoint and Excel.
- Must have ability to work in exposed outdoor/indoor conditions (heat, snow, cold, rain etc.).

If interested in joining our team, please send resumes to [hr@columbiacc.com](mailto:hr@columbiacc.com) with Project Superintendent in the subject line.