



JCP Construction
1849 North MLK Drive
Suite 200
Milwaukee, WI 53212
P: 414-372-7300
F: 414-372-7618
jcp-construction.com

Superintendent

Please send your cover letter and résumé to Jalin Phelps at jalin@jcp-construction.com to apply.

Position summary: Responsible for coordinating the efforts of all contractors.

Expected Outcomes:

- Assigned projects are completed according to the contract and at a profit
- Safety and quality goals are achieved
- Clients are satisfied with project results

Position responsibilities:

- Creates and maintains project schedule; plans, monitors and reviews critical path dates and milestone schedules
- Communicates site problems, conflicts, schedule and quality issues effectively to the Project manager
- Manages the day-to-day activities of the construction operation; creates daily job reports
- Understands all contractors' scopes; assures contractors maintain schedules, and quality standards meet contract requirements
- Assists with contractor disputes, quality control and schedule coordination
- Participates in the negotiation of claims and changes
- Verifies that products and methods used meet or exceed project specifications
- Maintains open communication between all contractors to ensure all required materials, equipment, inspections, etc. support project activities and project schedule
- Monitors contractor compliance with project safety program requirements
- Provides input to cost and schedule forecasts; verifies work progress
- Works with Project Manager to ensure work complies with drawings and specifications
- Performs project close-out and ensures punchlist is completed in a timely manner
- Secures job site at all times; on call 24/7 as needed for emergencies
- Coordinates work between trades for good of the project (owner benefit)
- Assists the Project Manager with Change Order review
- Communicates and reinforces the Company vision, values and goals
- Performs additional assignments per supervisor's direction



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Essential skills and experience:

- Four-year engineering degree or equivalent combinations of technical training and/or experience
- Five years' supervisory experience using similar construction methods, equipment and tools
- Ability to read and interpret construction documents
- Effective communication and teamwork skills
- Advanced knowledge of construction scheduling
- Ability to control and supervise large groups
- Strong organization, multi-tasking, leadership and decision-making ability
- Basic computer skills
- Completion of full six-part AGC Supervisory Training Program (STP) with certification

