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| JOB TITLE: | Construction Assistant Superintendent |
| REPORTS TO: | Project Superintendent / Project Manager |
| PREPARED BY: | Bernard Ruf |
| PREPARED DATE: | November 20, 2012 (BR) |
| REVISION DATE: | September 1, 2020 |
| HAS AUTHORITY OVER: | Broadway Outsourced Labor Staff |
| FSLA STATUS: | Hourly |

SUMMARY

The Construction Assistant Superintendent will assist the Project Construction Superintendent in all duties at the discretion of the Superintendent. Assistant Superintendent will also be responsible for maintaining the cleanliness, safety, organization, and general appearance of the construction Site, and building(s) under construction on a construction project. The Assistant Superintendent will carry out work as directed by the Construction Superintendent, or Project Manager.

AREAS OF RESPONSIBILITY

Construction Site

1. On a daily basis, cause to be cleaned, the sidewalks, roadways and areas surrounding the project site, the jobsite perimeter, and at the discretion of the Superintendent, will also ensure the cleanliness of the Neighboring Property sidewalks and roadways.
2. On a daily basis, cause to be cleaned, all garbage and debris from the construction trailer / office compound.
3. Ensure the maintenance and secure construction fences, silt fences, and all access protection barriers, including minor gate repair, fence repair, painting as necessary.
4. Inspect all permit boards and project signs to insure they are graffiti free and cleaned as necessary.

5. Ensure that all access points to the project and the building are kept free of debris and building material to allow for safe access.
6. During winter months, ensure that all access points to project and building have been properly cleared of snow and ice.
7. Maintain company storage sheds, containers, or store rooms to ensure company tools are organized and protected.
8. Ensure that water is removed from Building Basement or Elevator or Sump Pits as required.
9. Collect, organize, and log all company building material and supplies and store in safe and dry location.
10. Distribute and maintain Fire Extinguishers, and Fire Safety devises per the direction of the Superintendent(s). Maintain all Fire Extinguisher Logs.
11. Ensure that all hallways, passageways, and access points cleared of debris and material on a regular basis.
12. Manage the distribution of heaters, pumps, temporary work lights, and other equipment as required or directed by the Superintendent.
13. Assure proper deliveries of appliances, windows, cabinets, assorted materials as directed by the Superintendent.
14. Oversee maintenance of all safety protection including handrails, window protection, penetration covering, opening protection, access ramps, etc. per the direction of the Superintendent(s).
15. Assure proper Installation, distribution and maintenance of floor, cabinet, appliance, bathtub protection on a regular basis.
16. Oversee and manage installation of fire caulk at floor penetrations and wall penetrations as directed by the Superintendent(s).
17. Ensure installation of caulk wall perimeter for sound or insulation requirements as directed by the Superintendent(s).
18. Assist in creation of Punchlist in the preparation for delivery and punch list of apartments or condos as directed by the Superintendent(s).
19. Have the ability to learn new tasks and assist Superintendent in a variety of project related projects and tasks.

Technical Requirements

1. Must have current OSHA 40 (Occupational Safety & Health Administration) card.
2. After March 1st, 2021 working in NYC requires a Site Safety Training 40 card per NYC DOB requirements.
3. Ability to work independently and complete daily activities according to work schedule.
4. Ability to walk and stand for long periods of time and climb multiple levels of stairs during regular Management work days.

General Requirements

1. Identification of US Citizenship or legal work visa required, along with valid SS number or Tax ID number.
2. Must have minimum of 5 years of experience in Construction Management and some field work experience.
3. Must be able to start work day at 7:00 a.m. and work a complete 8-hour work day
4. Must be willing, when required, to work overtime on regular weekdays and weekends as requested.

Education and Experience

While no formal Education is required for this position a High School Diploma, GED, or College Degree is desirable and 5 years of experience in the Construction Field, preferably in Construction management.

Language skills

Ability to communicate effectively pertinent information to all levels of management and co-workers.