



Job Title: Commercial Construction Project Superintendent

Reports to: General Superintendent / Project Manager

Department: Construction

Location: Morrow, GA

Type: Full-Time

Job Summary:

The Commercial Construction Project Superintendent plays the largest role in project delivery. This person must have a strong background in all aspects of construction (new building ground-up / interior renovations / MEP upgrades, etc.) and be self-motivated, organized, and detail-oriented.

Key Responsibilities

On-site Leadership & Supervision

- Oversee daily operations on-site and ensure projects are completed per IFC drawings & specifications.
- Submittals and Shop Drawings - review, comment, approval, and process.
- Request for Information - assemble and process RFIs
- Maintain RFI tracking log.
- Method of Procedures - assemble & submit general and detailed MOPs as required for work being performed.
- Ordering Materials- Superintendents to perform takeoffs and place orders for basic construction materials
- Maintain open communication with JLJ project manager/design team/owner's reps/subcontractors.
- Lead by example – Be the first to arrive and the last to leave.

Scheduling & Time Management

- Project Schedules: assemble overall project schedule and working schedule. Update weekly as work progresses
- Provide 3-week look-ahead schedules

Coordination with Subcontractors & Suppliers

- Coordinate materials & equipment deliveries with vendors & suppliers
- Coordinate all subcontract/vendor work

Documentation & Reporting

- Maintain as-builts & closeout documents
- Change orders: Keep track and log all change order work in coordination with JLJ PM
- Assemble and submit daily/weekly required jobsite reports: Daily Superintendent Reports/Contractors Progress Updates/Weekly Jobsite meetings/safety meetings
- Assemble and submit daily/weekly required office paperwork: Submit timesheets / petty cash and supplier account receipts/submit purchase orders/mileage logs if applicable

Quality Control & Safety Oversight

- Ensure all OSHA and JLJ safety regulations are enforced/maintain a clean & safe worksite
- Maintain OSHA and Workers' Compensation logs onsite
- Quality Control: Perform daily quality control inspections to ensure work being performed is per contract drawings/approved submittals/shop drawings
- Perform JLJ pre-punch inspections as work progresses
- Ensure all local, state, and national building codes and regulations are followed/ Call and document city-county-design team inspections, obtain CO

Qualifications & Skills

- Adept at drawing and specification review and understanding
- Demonstrate strong organization and problem-solving skills
- Excels at motivating a team and has strong management skills

- Handles the physical demands of the job, including standing, walking, and sitting for long periods.
 - Computer literate- able to assemble workplace emails, assemble Word documents, Excel documents, MS Project, navigate Procore, etc.
 - Able to perform wall layout/site layouts
 - Must have dependable transportation
 - Must pass background check and drug testing
 - Attendance and punctuality- Must be at work every day and on time
 - Personal appearance, proper hygiene and appropriate work attire are required
 - Traveling may be required. Any/all job-related costs are paid by JLJ
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Education & Experience Requirements

- A high school diploma or equivalent is required.
 - An associate or bachelor's degree is preferred.
 - A construction manager or superintendent certification is preferred.
 - Minimum 10 years of construction experience is required
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