

## **EMPIRE CONSTRUCTION – ENTRY-LEVEL ASSISTANT SUPERINTENDENT**

We are seeking **Entry-Level Assistant Superintendents** to join our team of construction professionals to help manage projects to ensure accurate and timely job completion. *We offer a comprehensive benefits package* including: 401K, disability, medical/dental, and an excellent work environment.

This person will be an integral part of the field operations. We are seeking a highly organized, detailed oriented, **self-starter with strong leadership skills**, a strong work ethic, exceptional problem solving and analytical skills.

### **Successful candidates must be able to:**

- **Travel and/or relocation are required**
- Become familiar with project drawings, specifications, procedures and agreements
- Maintain safe and compliant jobsite
- Assist in the management of sub-contractors, including scheduling, adherence to scope of work, quality oversight and periodic inspections
- Complete projects on time and on budget
- Build and maintain professional relationships with corporate support personnel, sub-contractors, local vendors, city/municipal officials, landlords, property managers and tenants
- Material order implementation and inventory control; including equipment
- Track daily production and enter relevant data on schedule boards or electronic systems
- Distribute inventory to sub-contractors
- Submit invoices for payment

### **Requirements:**

- College degree preferred, preferably in a construction related field
- General business acumen in relation to construction projects
- Intermediate office administration and computer skills
- Problem solving skills in relation to construction projects
- Strong interpersonal, communication, organizational and time management skills
- Familiarity with a wide range of equipment and tools, and knowledge in skilled construction, maintenance and repair
- Able to travel or relocate on a temporary basis
- Capable of lifting up to 50 lbs.
- Capable of working long days on a frequent basis
- Ability to work in various working conditions and environments
- Will work around and come in contact with various construction chemicals
- Occasionally required to climb ladders/stairs/terrain, kneel, crouch, bend and crawl